

Assistant Team Leader Cover Letter

78567 Clyde DamNorth Porter, IA 26223

Dear Lennon Schneider,

Please consider me for the assistant team leader opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for leadership, coordination and planning for the compliance team and plant to ensure all safety and health, environmental, and regulatory requirements are achieved.

Please consider my qualifications and experience:

- Great a building relationships
- Demonstrated leadership and knowledge based coaching abilities
- Strong written and oral communication skills with all levels of the organization
- Microsoft Office skills in Microsoft Word, Excel, Access and PowerPoint
- Can learn and comprehend computer based programs (SAP, Excel)
- Knowledge of mental illness and serious emotional disturbances and substance abuse disorders
- Knowledge of treatment, rehabilitation, and community support programs as they relate to consumers/residents, families, and staff
- Knowledge of techniques for identifying and preventing potentially violent behavior, including crisis management techniques

Thank you for considering me to become a member of your team.

Sincerely,

Blake Turcotte