

Assistant Team Leader Cover Letter

51474 Osinski DrivesNew Bertaton, WA 91849

Dear Frankie Larkin,

I am excited to be applying for the position of assistant team leader. Please accept this letter and the attached resume as my interest in this position.

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

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Relay customer service problems to Team Leader when necessary
- Work on activities and/or projects as requested by the Team Leader
- Assist the Team Leader in attaining all budgeted goals and objectives – focusing on the areas of shrink, sales, expenses, TSR (Total Sales Revenue) and gross profit
- Ensure that proper maintenance, cleanliness and image standards are being maintained for the entire facility (e.g., equipment, counter area, floor, exterior pump area,) to ensure safety and sanitation regulations are met
- Assume all manager responsibilities when the manager is not present or during any periods of absence such as days off, sick leave, vacation
- Accurately complete daily reports and review daily close reports
- Determine and place weekly product order based on established company guidelines
- All back office duties

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Ari Waters