

Assistant Team Leader Cover Letter

32432 Wilkinson Place Lake Cathleenshire, CA 26976-8187

Dear Alexis Hermann,

In response to your job posting for assistant team leader, I am including this letter and my resume for your review.

Previously, I was responsible for the proper focus on Health and Safety, Environmental & Sustainability issues, to develop and maintain "Safety as a Value" culture.

Please consider my qualifications and experience:

- Hire, train, coach and discipline of all store personnel
- Plan and prepare store personnel work schedules
- Perform team member responsibilities including and not limited to cashiering
- Ensure compliance of store personnel with policies and procedures, including established security, sales, and record keeping procedures and practices
- Assist customers and respond to customer's complaints or inquiries
- Execution of promotions and marketing
- Manage labor according to company guidelines
- Work with 7-10 team members to develop and finalize annual goals

Thank you for your time and consideration.

Sincerely,

Zion DuBuque