

# Delivery Team Leader Cover Letter

625 Mose Mountains Lake Nancimouth, ID 97376

**Dear Shae Purdy,**

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

In the previous role, I was responsible for detailed production support information for internal/external clients and deals effectively with issues that are complex, confidential and sensitive in nature.

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:

- Evidence of leadership experience and/or community service is requested
- Manage the preparation and delivery of all small parts to the Production line using the Kanban or Two Bin system to ensure good stock rotation and no line disruptions
- Manage the preparation and delivery of all pre-assembled or bulky parts to the Production line to ensure no line disruptions
- Ensure all warehouse operations are carried out in an efficient and accurate manner
- Develop and present appropriate KPI results and reports on area of responsibility
- Motivate, engage and manage a team of Material Handlers
- Hold regular meetings with the team to provide performance feedback
- Implement methods to drive continuous improvement

**Thank you for taking your time to review my application.**

Sincerely,

Drew Wintheiser