

General Supervisor Cover Letter

58075 Alan Mission New Joeyfort, MO 79730-6339

Dear Casey Ondricka,

I would like to submit my application for the general supervisor opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for technical and professional support for compliance with applicable environmental regulations and management of environmental programs at the site.

Please consider my qualifications and experience:

- Effectively manage the workload balance of the team, assume workload when necessary to ensure all producers' needs are met
- Monitor the quality and accuracy of information provided by associates and initiate new training or coaching programs as needed
- Keep abreast of all new initiatives, underwriting and product changes and ensure new information is disseminated to associates in an easy to understand, timely manner
- Advanced spreadsheet skills and working knowledge of word processing, outlook and other financial data application
- A high school or equivalent diploma from a recognized and accredited institution
- Training to the journeyman level as a welder/carpenter through an apprentice or military service program
- Background in Lean Manufacturing or system flow analysis preferred, with experience in Warehouse Management Systems (WMS) and ERP systems including RF and automated systems
- Experience in a manufacturing/production or food processing environment

I really appreciate you taking the time to review my application for the position of general supervisor.

Sincerely,

