

Improvement Coordinator Cover Letter

8758 Micheline Divide Marielamouth, KY 97732-8065

Dear Rowan Runolfsson,

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

In the previous role, I was responsible for oversight of the agency's Quality Scorecard and other metrics related to regulatory compliance and performance improvement initiatives.

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:

- Working with initiative project leads to accurately capture and calculate the potential and actual benefits of projects
- Working with the site teams to assess the maturity and improve the functionality of their processes
- Working with the site teams in the collection, collation and analysis of operational data
- Experience in diamond mining (mining, processing or enabling functions such as maintenance and supply chain)
- Knowledge of the impact of change on people and how to consider these impacts when driving performance improvement through processes and behaviours
- Exposure to leading project teams or facilitating workshops to deliver results
- Knowledge and understanding of Quality tools including Process Flows, PFMEA, Control Plans, Lean Manufacturing concepts
- Facilitate team based improvement and problem solving activity

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

