

Improvement Coordinator Cover Letter

3133 Gottlieb Court North Cruzberg, UT 18949

Dear Tatum Lynch,

In response to your job posting for improvement coordinator, I am including this letter and my resume for your review.

In the previous role, I was responsible for ongoing feedback and coaching to call center staff and conducts compliance audits for quality, accuracy and adherence to standards and procedures.

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:

- Coordinate the site operational focused SOP training, to be delivered by operations, and periodically check adherence
- Ensure consistent best practice sharing across the manufacturing unit
- Using an external network to ensure we're always best practice and supporting the projects to adopt these effectively
- Contributing to the new product development process to ensure new products are fit for cost effective manufacture
- Guidance and support to the manufacturing unit deployment of performance management rhythms and measures
- Deliver specific projects and tasks in fulfilment of the Manufacturing Unit Business Improvement (BI) plan
- Effective leader of local change activity
- Lean six sigma Yellow/Green Belt certified

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

Sincerely,

Justice Ziemann