

Mail Services Cover Letter

4472 Avelina Shoals New Devon, MI 74494

Dear Finley Walker,

I submit this application to express my sincere interest in the mail services position.

Previously, I was responsible for back-up to Office Services team as needed; front desk, employee housing, mail center, event planning and execution.

Please consider my experience and qualifications for this position:

- Use of recognised standard project Management tools and methodologies (Agile, PMO, V Model)
- Proficient in MS Project, Word, PowerPoint and Visio
- Develop and comply with the systems, procedures, rules, objectives and timescales set by the organisation and take a disciplined approach when undertaking tasks
- Demonstrable track record of delivering results on projects – within timeline and budget
- Experienced managing projects working within the Print industry, specifically transactional/bulk printing and also records management, Mail and distribution (on site/off site/Hybrid) and workflow and automation solutions would be advantageous
- ITIL (Foundation), Lean Six Sigma (Yellow Belt) accreditations or use of adopting methodologies within the workplace
- Enrolled in the SA Works program
- Junior in high school

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

Sincerely,

Lennox Wintheiser