

Manager, Leadership Development Cover Letter

47594 Koss CapeGorzanyborough, NH 37090

Dear Marion Klocko,

I submit this application to express my sincere interest in the manager, leadership development position.

In the previous role, I was responsible for leadership and expertise in safety and all key human resources processes, including manpower planning, staffing, talent development, performance management and communications.

My experience is an excellent fit for the list of requirements in this job:

- Coordinate with subject matter experts in the development of tests and assessments that measure job-relevant knowledge, skills, competencies, and personal attributes
- Lead assessment validation efforts supporting the legal-defensibility of assessments used in hiring / selection processes
- Develop strategy and metrics to evaluate the impact of assessment initiatives at multiple levels (e.g., reaction, learning, application, organizational impact)
- Provide guidance and recommendations to executive leadership on effective assessment integration and their alignment with organization strategy and goals
- Provide briefings and recommendations to leaders and stakeholders at all levels across the enterprise in a compelling and understandable way for a non-technical audience
- Build effective partnerships with internal and external stakeholders supporting the alignment and continuity of assessment and development across organizations and programs
- Delegate tasks and responsibilities to team members that align with their strengths and provide opportunities for growth, when appropriate
- Provide guidance and feedback to team members supporting performance improvement and high standards of quality

Sincerely,

Quinn Schaden