

Operations Team Lead Cover Letter

51918 Flo Summit Raleighville, WA 30839-6308

Dear Reese Ebert,

I am excited to be applying for the position of operations team lead. 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 end-to-end Communications process, ensuring alignment to process, procedures and controls.

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

- End to End knowledge about Banking & Lending operations
- Good portfolio management and supervisory skills
- Prior experience working on or closely with Carrier Operations team and team leaders
- Strong interpersonal skills and client service orientation
- Proficiency with Microsoft Office software (Word, Outlook, Excel, Access), with focus on spreadsheet and database applications
- Prior presentation/training experience
- Ensure optimum utilization of resources, reducing costs/increasing productivity and maximizing value to our customers
- Ensure the process documents are duly approved and maintained up to date

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

Sincerely,

Reese Stoltenberg