

Process Improvement Cover Letter

4947 Cartwright Knoll South Sadetown, TN 3935-3629

Dear Dylan Wolf,

I would like to submit my application for the process improvement opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for guidance for change management approaches to the Process Improvement team and larger Care organization.

Please consider my qualifications and experience:

- Analytical skills learning agility, business acumen and process management experience
- Efficient in areas of strategic planning, problem-solving, workflow analysis, process design, project management, team leadership, relationship management, communication, collaboration, documentation, quantification, and analysis
- Operational Excellence, Six Sigma, Lean Sigma, or Lean certification is advantage
- Proficient in the use of MS Office products including Excel, Visio, Word, and Power Point
- Proficient in using Business Process Analysis Software
- Experience implementing large scale initiatives and tracking results
- Analytical bend of mind in order to understand the business needs and the workflow of the management and the administration tasks
- Certification in Project Management (PMP or CAPM) preferred

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

Sincerely,

Charlie Luetngen