

Process Improvement Cover Letter

55265 Price KnollPurdyton, OK 62930-5916

Dear Charlie Wyman,

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 hands-on team leadership and subject matter expertise in coaching, mentoring, and developing employees in the use of process improvement principles, methods, and techniques including Lean, Six Sigma, Theory of Constraints, and other applicable approaches.

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:

- Lean Development or Agile software development experience would be advantageous
- Hands on" experience of leading improvement activities in "project based" development environments particularly within a software development lifecycle or similar
- Skilled in verbal and written communication and able to inform, influence and persuade at a senior level within the organisation
- Develop, administer, and monitor quality surveillance metrics
- Progressive business and client consulting experience with an emphasis on strategy process reengineering and change management
- Continuous Improvement (such as Lean, Six Sigma), Executive/Management Coaching, Project Management Professional (PMP), Facilitation, and Teaching
- Knowledge of lean principles and terms
- Knowledge of project management principles and terms

Thank you for your time and consideration.

Sincerely,