

Process Improvement Cover Letter

208 Evan Loop
South Prestonside, VA 04902-3745

Dear Sam McKenzie,

I am excited to be applying for the position of process improvement. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for thought leadership and guidance on process improvement frameworks and processes by advocating for new approaches to accomplishing work and building a successful team.

Please consider my experience and qualifications for this position:

- Requires standard computer skills (e.g., generating spreadsheet or word processing macros)
- Financial acumen related to business case development
- PC proficiency in Microsoft Office (Word, Excel, Access, PowerPoint, SharePoint, and Visio), including advance use of Excel macros and work flow design in SharePoint
- Strong proficiency in Microsoft Office suite, including Excel, PPT, Word, and Visio (or other flowcharting applications)
- For internal applicants, current Directors and Manager B's are eligible to apply
- Experience conducting LSS projects in a services organization context preferred
- Experience in or knowledge of ISO 9001 preferred
- Experience with enterprise resource planning implementation and management preferred

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

Sincerely,

Emery Greenholt