

# Process Improvement Cover Letter

487 McKenzie KeyNew Moshe, OK 84281

**Dear Finley Bernier,**

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 functional leadership in a variety of process improvement and development techniques, program management, operational excellence, statistical tools, and problem solving.

Please consider my experience and qualifications for this position:

- Knowledge of common consumer-facing processes such as credit, collections, new customer sign-up
- Outstanding proficiency at Word and creating PowerPoint slide decks and presentations
- Exhibit a self-starter attitude and continuous improvement mindset towards delivering team goals and objectives
- Passionate driver of change
- Detail-orientation to ensure workshop/project deliverables include quality output
- Strong knowledge of processes in a retail electricity organization
- Project management, Lean or Six Sigma belt certification
- Mastery of Excel spreadsheet functionality including comfort using pivot tables, advanced formulas for data analysis, and willingness to learn macros to effectively manage large data sets

**Thank you for considering me to become a member of your team.**

Sincerely,

Shae Raynor