

Shift Supervisor Cover Letter

3756 Koss Junction Arleneshire, NV 80136

Dear Dylan Schimmel,

I submit this application to express my sincere interest in the shift supervisor position.

In the previous role, I was responsible for day to day supervision of operations employees, including coordination of orientation, training and development, operator training qualification, scheduling, coaching and mentoring.

Please consider my qualifications and experience:

- Previous experience with performance appraisal performance
- Knowledge of manufacturing processes, continuous improvement processes and their affect on cost of production
- Working knowledge of finishing production process from start to finish
- Assists day to day operations of the Circulation/Reserve unit, Tuesday, Wednesday, Friday & Saturday, and includes responsibility for organizing, directing and providing assignments to student workers and lower level staff with established quality standards
- Ensures that employees understand and accept business Unit and plant/unit financial and operating goals and guides them to focus their efforts on achieving such goals
- Keep Director of Manufacturing informed and aware of plant operations/problems on a daily basis
- Maintain knowledge regarding U of R, hospital and departmental policies and procedures
- Ensure compliance with all standards and programs (safety, environmental, quality, maintenance and manufacturing policies and procedures) during the designated operating shift

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

Sincerely,

