

# Site Leader Cover Letter

47632 Boyle Bridge Sawaynburgh, RI 33642-9309

**Dear Frankie Mills,**

Please consider me for the site leader opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for lean and Six Sigma training, mentoring and coaching to the site CI leads, plant managers and operations leadership team. I train and sustain the workforce on continuous improvement methodologies, including champion training materials.

Please consider my qualifications and experience:

- Organization Skills and hands-on mentality
- Quality Assurance/Regulatory Assurance experience (very strong work experience including significant professional experience in regulatory affairs or in quality management systems relating to medical devices)
- Supervisory/management experience and proven managerial/leadership skills
- Experience with regulations in the medical device and /or pharmaceutical industries
- Fluency in English language, both spoken and written
- Formal LEAN qualification would be advantages
- Operations understanding but not necessarily from an operations function
- Team with finance manager to prepare facilities Annual Operating Plan (AOP) and Monthly Performance Review (MPR) and ensure achievement of goals and objectives

**I really appreciate you taking the time to review my application for the position of site leader.**

Sincerely,

Landry Jaskolski