

Site Leader Cover Letter

5566 Poulos BranchPort Kaylene, VT 64555

Dear Oakley Hoeger,

In response to your job posting for site leader, I am including this letter and my resume for your review.

Previously, I was responsible for project expertise in the form of Lean Six Sigma tools & methodologies.

Please consider my qualifications and experience:

- Familiar with basic 5s/lean principles
- Solid change agent with demonstrated problem solving and project management skills
- CI software applications such as Minitab, AutoCAD, Visio and other Lean tools and simulation packages
- Project management certifications (PMP or similar)
- Demonstrated leadership, management and technical capabilities
- Flexibility to work on weekends and/or overnight shifts
- Lean, Kaizen, Six Sigma, process improvement experience
- Knowledge and experience with design, development, and implementation of a Lean roadmap for an operating

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

Sincerely,

Landry Buckridge