

# Stock Lead Cover Letter

805 Kuhn ParkSchulisttown, IL 88259

**Dear Riley Hoppe,**

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

In my previous role, I was responsible for product recommendations of security packages to product teams; Reviews vendor products and makes recommendations as appropriate.

Please consider my experience and qualifications for this position:

- Utilize daily fulfillment workload planner to ensure adequate scheduling and flex resources as needed
- Monitor dashboard/alerts to ensure timely completion of BOPS (Buy Online Pickup in Store) process
- Utilize reporting to ensure achievement of daily metrics
- Assist and satisfy the needs of our in-store and online customer
- Ensure all procedures, policies, and standards are understood and followed by fulfillment staff
- Participate in other support functions as needed
- Types a minimum of 25 words per minute with accuracy
- A valid California driver's license and acceptable driving history

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

Sincerely,

Indigo Sawayn