

Stock Lead Cover Letter

429 Fredric UnionsLake Elvia, MI 16622

Dear Cameron Kub,

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 the previous role, I was responsible for engineering support by troubleshooting problems and effecting timely solutions to maintain the continuity of production flow.

Please consider my experience and qualifications for this position:

- Analyze inventory adjustments with an aim to improve controls
- Initiates reorders when minimum quantities are reached
- Make supervisors aware of performance concerns and present resolutions
- Inventory location maintenance
- Assist efforts to continue to streamline the stock administration function, including improving and introducing additional best practices with effective controls, automate routine work streams and paperwork processes to better enable efficient, accurate and timely processing of stock administration matters and reports where possible
- Ensure the building is secured at all times and cleanliness standards are in place in all stocking areas
- Assist with merchandising and seasonal resets as necessary
- Coach and mentor stocking team members

Thank you for taking your time to review my application.

Sincerely,

Max Labadie