

Team Lead-Management Cover Letter

93632 Walsh FortBlickchester, UT 19729

Dear Emery Larkin,

I would like to submit my application for the team lead-management opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for business User support and recommendations on regulatory specifications for submissions, and the ability of publishing tools and systems to support them.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Assess changes in workload, evaluate impact to service levels, and make recommendations as necessary
- Interview and hire staff, evaluate performance and recommend merit increases, assist in career development, and discipline employees as necessary up to and including termination
- Identify training needs and coordinate training
- Create and maintain employee personnel records
- In-depth knowledge on Business Insights
- Experience in SAP and Shared Services Center for a Global Company will be an advantage
- Open and consultative approach to management issues and managing people
- Systems integration project and testing experience

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

Sincerely,

Armani Weimann