

Team Lead-Management Cover Letter

29329 Pandora PassSylvesterfurt, MA 88418-4497

Dear Jordan Grimes,

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

In the previous role, I was responsible for leadership in the development of optimal business processes and practices within the department to ensure high levels of customer support and to achieve high quality submissions.

Please consider my experience and qualifications for this position:

- Manage team members to achieve business goals
- Offer constructive input and coach to team members on an ongoing basis in order to improve performance
- Assist team members in formulating development plans and goals that motivate the employee, encourage better performance, and support overall FindLaw strategy and objectives
- Work with team members to achieve business metrics including revenue & customer retention, and renewal targets
- Partner with the Manager of Account Management in the interviewing and selection of new team members
- Proactively review and work with the team and make recommendations to the Manager of Account management process improvement opportunities, recommend solutions and implement changes
- Assign, allocate, and reallocate resources to and among projects as necessary in order to maximize adherence to schedules and promote a high level of staff utilization and productivity
- Motivate and manage team members to achieve high levels of performance

Thank you in advance for reviewing my candidacy for this position.

Sincerely,