

# TERESA HOWARD

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Simon Ward  
Hiring Manager  
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Dear Mr Ward

Your position for a Supervisor caught my eye, and after reading the job description it became apparent to me that I was a perfect match for your vacancy.

A review of my attached resume will confirm to you that I have the required drive, energy and experience to be able to make a real and positive difference to your operations. Without a doubt your company will benefit from my proven ability to plan, manage, and adjust staffing levels to achieve maximum performance, whilst at the same time meeting all of your operational requirements and doing it within any budgetary limits.

For the past three years I have been working as a supervisor for Harley Smiths where I have fine tuned my skills at effectively delegating tasks, monitoring my team's performance, as well as taking care of their training and development needs. I have been commended by my current employers for playing a crucial role in the day-to-day running of their business by successfully ensuring that my shift always runs smoothly. I co-ordinate and control a team and ensure that all KPI targets are exceeded through the effective deployment, motivation and development of my staff. Some of the key talents I can bring to your company include:

- Creating a culture of continuous improvement.
- Getting the most out of staff who have different abilities and personalities.
- Motivating people to work together to achieve maximum performance and productivity.

As a hands on individual who leads by example, I am able to put my own personal stamp on a team by creating a friendly buzzing atmosphere where staff will work to the best of their abilities. I must mention that I have a track record of identifying opportunities for cost saving and of developing effective solutions to realize them.

I would very much appreciate the chance of a personal interview with you, so please feel free to contact me to arrange a meeting at your convenience.

Yours sincerely

Teresa Howard

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