

**Robert Smith**

**Shift Leader**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

As a long-time fan of your company, and with my passion for coordination and supervision, I was elated to see your opening for the Shift Leader role. I have strong background and experience in working in a variety of industries. These combined with my educational background, and recent work experience in \*\*\*\* would help me to take up the Shift Leader role of your company, and contribute to the success of the firm's goals.

Highlights of my accomplishments as a Shift Leader include:

* Supervising four production supervisors along with 104 employees in a \*\*\*\*-sq. ft. facility at \*\*\*\*\*\*.
* Implied and enforced new incentives as well as team activities to improve employee morale.
* Transitioned the production floor into an encouraging work culture that motivated cooperation and mutual support among workers.
* Formulated and enhanced everyday work plans for a three-shift operation by harmonizing production schedules and augmenting workflow to boost daily efficiency by 32%.
* Communicated regularly with the HR team to enable the recruiting and training of new workers.
* Immediately addressed struggling employees and explained corporate expectations to them and identified their problem areas and brainstormed as well as guided them on ways to improve their performance.
* Handled disciplinary as well as termination tasks as and when necessary.

As a Shift Leader at \*\*\*, I enjoyed scheduling shifts, assigning tasks, and managing a huge team of workers. My motivational skills and track record in employee retention and ability to collaborate well with other employees will enable me to become an ideal candidate for this role.

If my skills match your requirements, please contact me at ( ) or mail me at ( ) to schedule a meeting. I look forward to learning more about the Shift Leader post.

Thank you for your consideration.

Sincerely,

[Your Name]