

Carolyn Clayton

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Thomas Bell
Hiring Manager
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Dear Sirs

I should like to apply for the role as Team Leader, as advertised recently.

As a team leader I currently look after a project team, training new team members, allocating tasks, completing all reporting necessary and liaising with managers. I assist the department Head of Sales. The success of my job depends on excellent interpersonal and team working skills, combined with good decision making capabilities and the ability to multi-task. As such, it is essential that I am able to think, communicate and present information effectively.

A key element of my role is to match team members to the task assigned, assuring 'best fit' so that we achieve the best possible outcome for the tasks in hand. I am responsible for checking the quality, progress and outcome of the tasks assigned and reporting back to the departmental head. It is a very responsible role as we deal directly with sales and my departmental head is responsible for rolling out new products, developing sales strategies and new customers and launching into new markets. I assist directly with that and contribute directly to whether our strategies are successful or otherwise.

I have reached the stage in my career where I would like to develop into a more senior management role; hence I am interested in moving into your organisation as a team leader, as it is a far bigger role.

I am available for interview at your convenience and references are available on request. I attach my CV and look forward to hearing from you as appropriate.
Yours faithfully

Carolyn Clayton

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