

# Project Specialist Cover Letter

4628 Andres DrivePort Audrea, MS 69910

**Dear Casey Johns,**

I would like to submit my application for the project specialist opening. Please accept this letter and the attached resume.

Previously, I was responsible for expertise and guidelines in interpreting new and existing FDA and other US and international governmental regulations, agency guidelines and internal policies to assure compliance in company products and procedures, testing or records keeping.

My experience is an excellent fit for the list of requirements in this job:

- Eligible and willing to obtain a TWIC card
- Possess a drive for success and growth, passion for teamwork, client service and reaching business results though problem solving
- Subject matter expertise using MS Project to manage detailed schedules
- Establish a Project Budget based on the standard system type and work scope
- Create Piping and Instrumentation Diagrams (P&ID) for Installations using drafting software
- Order materials and request assets for Microbulk installations
- Process minded approach to work
- Experience with drafting software and P&ID's

**Thank you for taking your time to review my application.**

Sincerely,

Parker Reichel