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# Example of Project Scheduler Cover Letter

1123 Morissette Vista
New Jasminhaven, ID 19089-9575

**Dear Rowan Runte,**

I submit this application to express my sincere interest in the project scheduler position.

In the previous role, I was responsible for weekly progress reports on the TAT Program using MS Project Online within the PMO’s enterprise system.

Please consider my experience and qualifications for this position:

* Need experience working with a wide range of industrial process equipment such as pressure vessels, heat exchangers, distillation columns, filters, agitators, centrifugal pumps, blowers, centrifuges, bulk material handling and dust collection systems
* Need experience working with a broad range of materials of construction, including non-standard materials such as Duplex SS, Nickel Alloys, reactive metals, fiberglass and/or glass lined equipment
* Produced/managed bid packages
* Change management experience within a construction phase
* Field construction quality control
* Business Objects software experience
* BS/BA in Business, Engineering, or Construction Management and/or related field experience
* Proficient in Microsoft Office Suite and Primavera P6 software

**I really appreciate you taking the time to review my application for the position of project scheduler.**

Sincerely,

Shiloh Rolfson