

Assistant, Engineering Cover Letter

4068 Dietrich Manors West Talisha port, GA 51027-0418

Dear Dakota Bayer,

In response to your job posting for assistant, engineering, I am including this letter and my resume for your review.

Previously, I was responsible for daily oversight and supervision of O&M Services to include: Electrical Generation & Distribution; Heating, Air Conditioning and Ventilation (HVAC); Water Purification (ROWPU) and Distribution, Wastewater Treatment Plant (WWTP); Fire Protection; Fuel Storage and Distribution for generators and vehicles; Housekeeping; Laundry; and Grounds Maintenance.

Please consider my qualifications and experience:

- Proficient with commonly used PC computer programs namely MS Office Suite
- Able to read, follow and understand electronic schematic drawings, and wire list
- Able to follow written test procedures and provide detail test reports
- Previous administrative or applicable experience preferred
- A self-starter, take initiative, can make decisions in fast-paced, changing
- An understanding of World Class Manufacturing (WCM) principles (preferred)
- Excellent working knowledge of Hyperion
- Willingness to work in an office in Querétaro, QRO, Mexico
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Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Haven Daniel