

# Career Specialist Cover Letter

23693 Odis PrairieFredericaburgh, AL 43440

**Dear Drew Jerde,**

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

In the previous role, I was responsible for supervision to the Office Specialist (Marketing Assistant) and Student Career Peers assigned to the marketing, communication, and social media functions.

Please consider my qualifications and experience:

- Skills using MS Word and Excel
- Experience designing, installing, and maintaining inhalation mission critical hardware and software systems using standard industry tools
- Some electrical experience needed with knowledge of basic wiring concepts
- Basic knowledge of fluid mechanics (plumbing)
- Create and work from technical drawings and electrical/plumbing schedules
- Be able to follow instruction sets, test plans and operating procedures
- Proficient in technical drawings, wiring schematics, plumbing, troubleshooting and maintenance of engineering systems
- Experience working in Good Laboratory Practices and FDA regulatory compliance requirements

**Thank you for your time and consideration.**

Sincerely,

Ryan Bailey