

# Change Coordinator Cover Letter

299 Yundt ForkNew Cesar, DE 23736-1491

**Dear Sam Simonis,**

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

In my previous role, I was responsible for instructions, data structures and templates for engineering work products needed to address Change Management (CM) needs;.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Familiarity with CP operations and geography would be an asset
- Demonstrate urgency and drive for excellence
- Approve/Manage and Implement ECO's (Engineering Change Order)
- FCO's (Field Change Order)
- Manage MAL's (Minimum Acceptable Levels) for sustaining products
- Control GSI substitutions and 'Repair To' setups
- Assist in product escalations regarding FRUs
- Generate and release of GSAP's (Global Service Action Plan) / Summary Sheets

**Thank you for considering me to become a member of your team.**

Sincerely,

Avery Schaden