

Crew Scheduler Cover Letter

960 Jon GlensBuckridgechester, CO 58416

Dear Marion Cassin,

Please consider me for the crew scheduler opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for scheduling support to the program management office and team to identify internal and external dependencies, milestones, and deliverables.

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

- Superior, computer and typing skills
- Intermediate to advanced computer skills – primarily Excel, Access, Word and PowerPoint
- Excellent communication skills as they deal with various levels of management, freelance hires and outside crewing companies every day
- Proficiency in Google Apps (Gmail, Docs, Calendar) and Microsoft Office applications
- Strong analytical, problem-solving, customer service and communication skills
- Experience using a wide variety of computer applications including Word and Excel
- Shifts are outside normal business hours including weekends and holidays
- Excellent organizational skills, be a self-starter, and work well as part of a team

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

Sincerely,

Avery Fahey