

Crew Scheduler Cover Letter

7047 Dennis Field Leonorehaven, TX 33275-1612

Dear Stevie Goyette,

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

Previously, I was responsible for continuous (daily) feedback with manufacturing to ensure scheduling information is kept up to date.

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

- Strong computer skills and verbal communication skills
- Knowledge of airline scheduling software is a
- Possess intermediate MS Office skills particularly with Outlook, Word and Excel
- Prior aviation operations experience and knowledge
- Knowledge of dive/fly medical constraints documented by the Space Medicine Division (SD) organization
- Knowledge of Fox scheduling operations
- Knowledge of crew class resource requirements in Fox
- Knowledge of variances in crew flows depending on experienced, newly assigned, ASCAN, or reserved astronauts

Thank you for taking your time to review my application.

Sincerely,

Haven Carroll