

Crew Scheduler Cover Letter

592 Kory StreetsNew Floydview, NJ 70693-9365

Dear Hayden Leannon,

I would like to submit my application for the crew scheduler opening. Please accept this letter and the attached resume.

Previously, I was responsible for planning and scheduling support to all managers and assist with the delivery of the various projects.

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

- Strong organizational skills and an aptitude to manage multiple tasks simultaneously
- Able to work independently and as an integral part of a team
- Outstanding listening, critical thinking, and interpersonal skills
- Proficient working knowledge of PC and Windows applications
- This is a seniority based schedule
- Shift work typically consists of 4 days on and 3 days off, but is not limited to this
- Moderate noise (business office with computers, printers, light traffic, and Group setting)
- Sitting for extended periods of time in front of a computer and on the phone

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Haven Welch