

# Junior Planner Cover Letter

9588 Talia HarborsSouth Lawrencehaven, IL 25509-9212

**Dear Robin Hermann,**

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

In the previous role, I was responsible for administrative support to end-users in the use of global HR Systems (self-service portal, salary planning tool, recruiting solution, ERP system).

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

- Full membership, or eligibility, of the Canadian Institute of Planners or Alberta Professional Planners Institute
- Previous experience in a policy planning or zoning administration role in a municipality or consultancy, working within multi-disciplinary professionals on integrated design solutions and/or sustainable LEED ND initiatives
- This is an ideal role for someone looking to start their career within the Supply Chain
- GCSE results in Maths and English grade B or above
- MS Excel – good understanding
- Proficiency in the application of Purchasing and Planning/Production systems
- Detailed knowledge of Enterprise Resources Planning (ERP) and MRP preferred
- Good knowledge of planning systems [SAP / APO] or similar planning system

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

Sincerely,

Hayden Watsica