

Maintenance Scheduler Cover Letter

1680 Bauch LodgeNew Robinshire, KS 47978-7002

Dear Spencer Funk,

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

In the previous role, I was responsible for assistance to the Scheduling Director project controls policies and procedures and monitor and evaluate project schedules.

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

- Experience with Primavera P-6 scheduling software preferred
- Experience scheduling routine maintenance work in SAP is preferred
- Able to communicate effectively with refinery personnel and contractors involved in work scope identification, development and execution
- Proficient in maintenance scheduling software
- Able to work extended schedules
- Working knowledge of Critical Path Method (CPM) scheduling techniques
- Understanding of all aspects of project controls, from estimating to job close-out and job-tracking
- Mastered Maintenance skills for level B Maintenance Technician

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Briar Terry