

Maintenance Scheduler Cover Letter

38182 Koepp PlainWilliamfort, RI 74795

Dear Royal Bogan,

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

Previously, I was responsible for assistance to the Project Manager / Scheduling Director in Project Controls policies and procedures and monitor and evaluate project schedules;.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Good working knowledge of all electronic and PLC based applications in an industrial environment
- Understanding of mechanical drawings, electrical schematics, and process control documents
- Basic theory and principles of industrial mechanical and electrical systems and equipment
- General knowledge of equipment fabrication
- Understanding of standard preventative maintenance and repair procedures of industrial equipment
- Basic understanding and practice of electrical, electronic and/or mechanical procedures
- Basic understanding and practice of pneumatics, hydraulics, and electronic instrumentation and control devices
- Basic knowledge of computer systems, process control, and industrial instrumentation

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

Sincerely,