

# Maintenance Scheduler Cover Letter

1340 Thiel ShoresWest Jon, VA 12964-8753

**Dear Riley Keebler,**

I am excited to be applying for the position of maintenance scheduler. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for job specifications, procedures, estimates, drawings, manuals, vendor information, special tools equipment, job materials, production coordination, weekly schedules, overhaul schedules, and permits (hot work).

Please consider my qualifications and experience:

- Able to quickly adapt and teach others new software and processes
- Innovator with assertive, friendly nature and approachable attitude
- Demonstrated experience as a Planner/Scheduler would be preferred
- Demonstrated experience (3yrs) in a craft/maintenance field, in particular a research and development facility
- Support the Technical Manager with the creation and administration of budgetary, GFI, asset intensity and compliance reports
- Act as a backup to the Purchaser
- In cooperation with the Technical Manager, develop and maintain an up to date Zero Based Budget (ZBB) to support short and long term PM03 strategy for the Phoenix site
- Acts as a coach and trainer to the Technical department on how to best leverage SAP as an asset to the Technical Department

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

Sincerely,

Casey Prohaska