

Maintenance Scheduler Cover Letter

974 Nicol PrairieEast Von, MI 98825

Dear Drew Schneider,

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

In the previous role, I was responsible for technical expertise and support for the planning and scheduling of Maintenance activities while ensuring safe operations, regulatory compliance and equipment availability related to manufacturing equipment and systemsPlans all works ensuring equipment availability and that work orders have Materials, Labor, Special Tools, Safety Permits etc.

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

- Methods, materials, tools, equipment, and procedures used in the installation, maintenance, repair, alteration, replacement, and repair of industrial mechanical and electrical/electronic equipment
- Familiar with all applicable safety and environmental codes, rules and regulation as applied
- Basic Computer literacy programs including word processing, spreadsheets, databases, e-mail and calendaring/organizer functions
- Direct Contract work efforts safely and cost effectively
- Capable of learning and implementing the functions of CMMS program and its related systems
- Formal vocational training in plant maintenance activities with emphasis on industrial applications or equivalent job experience in electricity, power distribution, industrial electrical wiring, mechanics, machine operations, general plumbing, heating ventilation and air conditioning, boiler operations, carpentry
- Advanced applications to Fabrication and Machining and HVAC repairs and CFC certification
- Intermediate to advanced understanding and practice of electrical, electronic and/or mechanical procedures

Sincerely,

Landry Borer