

Maintenance Scheduler Cover Letter

776 Wesley ViaductKovacekland, WI 94303

Dear Gray Schiller,

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.

Previously, I was responsible for leadership and guidance on critical path logic, work breakdown structure, schedule logic and workflow, and compliance with contractual schedule constraints/requirements.

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

- Knowledge in residential maintenance and or construction for single/multifamily dwellings
- Experience as a maintenance or operations supervisor preferred
- Mechanical Aptitude in Boilers, Chillers, AHUs, Water Systems
- Experience in planning and scheduling contractor, preventative, predictive, and routine maintenance work
- Working knowledge of industrial equipment, parts, and tools
- Experience with an asset management system such as Maximo
- Experience reading and interpreting blueprints, equipment manuals, and CAD drawings
- Experience working in a team environment specifically in the area of collaboration

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Parker Sporer