

Operations Tech Cover Letter

751 Eli WayHammesside, MS 72641

Dear River Hayes,

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

In my previous role, I was responsible for timely communications and actionable intelligence to support the protection of people, assets/intellectual property, facilities, and related interests.

Please consider my qualifications and experience:

- Experience with oil and gas related systems and programs (TotalRod, Carte, OpenInvoice, Cube, etc) preferred
- Strong 10-key and data entry skill
- Basic knowledge of oil and gas operations and terminology
- Math & Chemistry (High School proficiency mandatory, college level strongly preferred)
- Microsoft Office including Word, Excel, Access (data entry not programming)
- Excellent communication skills including technical writing for SOP reviews
- Should be detail oriented and thorough with an excellent work ethic
- High school graduate and some college or trade school

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

Sincerely,

Max Cruickshank