

# Planning Scheduling Analyst Cover Letter

97202 Byron Summit Judithfort, ND 70439

**Dear Cameron Wiegand,**

In response to your job posting for planning scheduling analyst, I am including this letter and my resume for your review.

In my previous role, I was responsible for project schedule baseline setup based on the work-breakdown structure (WBS), the project scope and work split.

Please consider my qualifications and experience:

- Possesses significant operational knowledge of Contact Centre business process and factors effecting customer service levels
- Be able to identify process improvement opportunities
- Adept in the use of applications such as Windows, Microsoft Office, electronic messaging, Word and Excel
- Able to establish and maintain good working relationships with colleagues at various levels
- Able to analyze situations, diagnose and investigate problems, develop solutions and gain agreement to implement decisions
- Experience with hospital scheduling preferred
- Basic computer hardware
- Proven proficiency in Microsoft Office, specifically Excel and PowerPoint

**I really appreciate you taking the time to review my application for the position of planning scheduling analyst.**

Sincerely,

Robin Hodkiewicz