

Program Scheduler Cover Letter

266 Devon Inlet South Garyshire, ND 46344-4543

Dear Peyton Mitchell,

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

In the previous role, I was responsible for hands-on development of layered schedules detailing how a specific project is progressing including how the project contributes to overarching program requirements and objectives.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Generate schedule templates, review/draft schedules from functional areas
- Work closely with Finance cost / schedule correlation in associated toolset and assist with EVM analysis
- Support evaluation of associated toolset changes
- Strong familiarity with project planning applications (Microsoft Project, Artemis, Real time Projects,) with proven expertise in Microsoft Project
- Understanding of phases & functions involved in program life cycle
- Knowledge of Public Works Agency requirements and how schedules are impacted by these requirements (agencies such as DSA, CEQA,) is preferred
- Experience in using SQL or MS Access to retrieve data from various data sets is preferred
- Familiar with program/project best practices

I really appreciate you taking the time to review my application for the position of program scheduler.

Sincerely,

Ari Morar