

Services Coordinator Cover Letter

7936 Treutel Valleys South Trinity, VT 71073-1585

Dear Blake Nienow,

Please consider me for the services coordinator opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for ongoing support for Medical Writers and others; act as a liaison between eDocs support and Medical Writing organization as needed.

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:

- Able to Read/Write
- Experience with DDD preferred
- Quick Connect experience preferred
- Car registration and vehicle insurance for providing transportation for individuals receiving services
- Experience working with waste management, grounds maintenance or EH&S would be an asset
- A certificate or diploma in a relevant technical field or equivalent operational experience
- Knowledge of OH&S codes and other applicable federal, provincial and municipal regulations
- Proficient in manpower and resource loading

Thank you for your time and consideration.

Sincerely,

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