

Work Coordinator Cover Letter

5434 Toby WaysHermistontown, ID 53842

Dear Max Deckow,

I submit this application to express my sincere interest in the work coordinator position.

In my previous role, I was responsible for support to Facility Managers by coordinating tasks involved in scheduling work being performed in assigned buildings and updating them on status of scheduled work regularly.

Please consider my qualifications and experience:

- Computer proficiency with Windows and aptitude to learn other systems
- Working understanding of Consumer Loan Accounting Systems, Hogan , Keyview, and service request systems
- Knowledge of Western Australia Workplace Health and Safety laws and regulations and proficiency in applying them to the project
- Intermediate knowledge and use of Microsoft software applications
- LPC or LCSW license is preferred
- Motivated leader
- Coordination of a large geographically dispersed work force and a large contingent of additional contract resources working within the areas of the ComEd and PECO service territories
- Coordinate and schedule completion of all tasks associated with new business, preventative maintenance, corrective maintenance, system performance, public improvement, capacity expansion

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

Sincerely,

Casey Wolf