

Work Coordinator Cover Letter

766 Reinger FlatGinafort, OR 87779

Dear Onyx Konopelski,

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

In my previous role, I was responsible for work direction and leadership to small simple projects, including scheduling, assignment of work and review of project efforts.

My experience is an excellent fit for the list of requirements in this job:

- Experience with MAXIMO as a CMMS
- Experience with Primavera P6 as a scheduling tool
- Experience working in toxic or hazardous materials environment
- Experience at an operating nuclear, chemical demilitarization or other industrial facility
- Expert knowledge of Microsoft Office products, including Word, Excel, and Powerpoint preferred
- Acute attention to detail and quality control
- Maintenance experience in the chemical, manufacturing, industrial or similar experience industry is preferred
- Maintenance, activity planning and/or coordination experience is preferred

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

Sincerely,

Cameron Osinski