

Work Coordinator Cover Letter

62634 Birgit Gardens North Haifurt, KY 99701

Dear Finley Pfannerstill,

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

Previously, I was responsible for scheduling and planning support of work orders for all C&W Services labor group (Hard Services, Soft Services, MRO, Projects, OOS) and corrective & preventive maintenance work.

Please consider my qualifications and experience:

- DOE or similar government site experience
- Knowledgeable of work control processes, standards and polices
- Capable of comprehending and interpreting various electrical and mechanical documents, blueprints, drawings and schematics
- Willing to work varying shifts including weekends and Holidays on a rotating or regular basis
- Regular contact with Operations Manager & Supervisors, Dispatching, workweek managers (both Distribution and T&S), plan, and other company employees including community relations personnel, engineering, and energy services organizations
- Have thorough knowledge of variety of operating activities such as purchasing, materials, production processes and engineering
- Have thorough understanding of equipment operations, maintenance requirements, and restrictions imposed by safety and environmental regulations
- Have understanding of planning and scheduling theories, concepts, and techniques associated with construction, systemization testing and/or process operation and maintenance

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

