

Work Coordinator Cover Letter

811 Bayer PineSawaynbury, RI 05442-3884

Dear Finley Johns,

In response to your job posting for work coordinator, I am including this letter and my resume for your review.

In my previous role, I was responsible for logistical support for operations, material management, scheduling, project management, and work completion activities.

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:

- Master Task List experience is preferred
- Microsoft Outlook, Office, Maximo or other work order management system
- Knowledge of methods, practices, procedures and equipment used in the maintenance of building facilities, preferably in a health and sciences setting
- Familiarity with a research and development facility or health sciences campus
- Job requires in depth knowledge of energy delivery and the changing business environment of electric power distribution and factors that affect strategic decisions
- Accountable for the successful execution of all the work within ComEd/PECO electric operations
- At ComEd, ensures all key performance indicators can be attained for budget vs
- Develop resource strategies for baseline manpower and project funded resource requirements and recommend decisions balancing both operational requirements and financial implications

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

Sincerely,

