**Delena Holcer**

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 August 22, 2018

**Braun NW Inc.**

Chehalis, WA

To Whom It May Concern:

Hello! I wanted to take a moment to introduce myself as I have much to offer your company. I moved here about two years ago, last minute, to help my mother recover after a fall. Though it was initially just a temporary relocation, I fell in love with Washington. I am a “Jill” of all trades and quick to learn! Your job posting as a Project Coordinator would allow me to continue to develop my management and leadership potential. I have my master’s degree in Environmental Management from University of Maryland University College. Prior to my move I worked in Louisiana as a NEPA Research Analyst. I processed Records of Environmental Consideration (REC’s) daily. This position demanded I reference many federal, state and local environmental regulations. I have developed and briefed numerous environmental and safety related topics as well as provided training on highly technical information. I would love the opportunity to show you what I can do! I would welcome an interview whenever would be most convenient and am sure you won’t be disappointed. Thank you for your time, I look forward to hearing from you soon.

Sincerely,

**Delena Holcer**