6/23/2019

**Re: Project Coordinator**

Dear Sir/Madam,

I am writing to apply for the Project Coordinator position. I am very confident that my 20 years of experience in the Unites States Air Force (USAF) makes me the ideal candidate to fulfill this position.

I am a motivated and dynamic professional with experience in managing diverse teams of military and civilian personnel. I have strong project management skills and known as the go-to person for getting projects completed on time. I strive to prioritize work load to ensure projects are completed on time and to budgetary requirements.

I am a reliable, innovative individual who possess excellent multi-taking and time management skills. For the last 8 years, I have had the honor of being the Aircraft Metals Technology Section Chief where I was responsible for running day to day operations within a machine, welding and fabrication shop. During my time as Section Chief I worked with personnel at the shop, flight and squadron level, providing both written and oral reports on job status.

I believe my proactive, results orientated approach along with my previous job experience made me a great fit for the position of Project Coordinator. Thank you for your consideration and for taking the time to review my application.

Sincerely,

Kevin R. Harris

Tumwater, WA. 98501

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