**Megan R Gongas**

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360-269-0434

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July 28th 2019

Dear Tami McCallum or to whom this may concern,

I am writing you to inquire about the possibility of once again becoming a part of your team. I am applying for the Project Coordinator position and it be a pleasure to work for this company again.

I feel that my experience as a specification writer/estimator with this company would benefit the position I am applying for. I know that my skills and knowledge of the company would have more of a contributing factor than someone who has not worked with Braun NW in the past.

Although it’s been some time, I feel that I still have a good relationship with several of the employees at Braun NW and could be a good fit to help complete your team.

When it comes to my business skills I have kept my hand in the business world by working in the accounting field as well and many other businesses task as an assistant manager and office administrator. I am familiar with Microsoft Word, Excel, PowerPoint, Access, Outlook and the QuickBooks. I type over 55 wpm and have a 10 key speed of 8719 keystrokes per hour.

I look forward to discussing my qualifications with you in person and discuss how my skills match your needs. My phone number is 360-269-0434. I can be reached at any time during the day and I look forward to meeting with you.

Thank you for your consideration

Respectfully

Megan Gongas