

November 6, 2020

To the Hiring Manager,
Braun Northwest, Incorporated

Dear Sir/Madam,

I am writing to express interest in the position of project coordinator within your organization.

My roots are in Lewis County. I was raised in Chehalis and my family is still here. While I worked elsewhere for a time, I am happy to have returned and hope to stay—my fiancée is a Chehalin as well, and we hope to start our family here.

Over the past ten years, I have worked for the Washington State Parks and Recreation Commission, beginning seasonally on the summer grounds crew and working my way through the ranks to become a park ranger. I attended a law enforcement academy and for nearly six years have been a fully-commissioned law enforcement officer.

For some time, I have considered transitioning away from law enforcement and utilizing my professional experience in a new career. I am highly visual in the processing of information, and I thrive upon tasks which require rigid adherence to clearly-defined expectations and tangible results. In the past, I have utilized my organizational strengths to design timelines, schedules and processes with defined goals and a roadmap of clear expectations. This position as described would draw upon the best parts of my natural strengths, while tapping my established skills and meticulous, detail-oriented nature.

The role of a park ranger is that of a generalist. As we are responsible for every aspect of park operation, excellence in my field requires flexibility and proficiency across a broad spectrum of professional categories:

I am fully responsible for law and order in my park, as well as visitor safety and response at a moment's notice to any emergency that might occur. I am fully customer service representative, viewed by the public as responsible for answering all questions and solving all problems—I have been interrupted while conducting a traffic stop (with a vehicle stopped and my overhead lights activated) by a guest asking for directions. As constant repairs are necessary, I have a generalized knowledge of electrical, plumbing and equipment maintenance, and can operate most equipment necessary to maintain a 500-acre park. Whenever I encounter an unfamiliar problem, I am resourceful in finding a solution and adding it to my toolkit.

In administrative operation, I am responsible for hiring my seasonal park staff and volunteers and managing my crew. This includes weekly scheduling, direction of daily routines and project work, including all paperwork from hiring to bi-weekly timesheets. Operational details range from collecting and processing fees, reconciliation of expense invoices, purchasing card and fuel receipt logs to ordering all janitorial supplies necessary to fully-stock five restrooms in a busy camping park year-round.

I am accustomed to a quick pace, unyielding expectations, and broad responsibilities.

I am a reliable and responsible employee, and integrity is my byword. When I commit to a team or organization, I develop a strong loyalty. I have stayed with my current agency for nearly a decade and care about it very much, though I desire new professional opportunities outside of law enforcement. I am confident I would be an asset to your company in this position and look forward to an opportunity to discuss this in person.

Respectfully,

Josh Pierson
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