

Dear Hiring Manager,

I read your job posting for the Project Coordinator position with interest. I can offer Braun NW inc.:

- 24 years of design experience.
- 9 years of experience leading engineering project teams.
- Ability to effectively train and manage a design team or teams.
- Ability to effectively organize and assign project milestones to the design team, to meet the schedule and requirements.
- The ability to work with both internal and external customers to find solutions to problems
- 14 years in the aeromedical transport industry.
- 8 years in emergency services, 2 of which were as an Emergency Medical Technician on a ground ambulance.

In addition to my extensive design background, I have excellent communication skills. I always maintain a gracious and professional manner when communicating with people, including customers and design staff. My broad experience and range of skills make me a superior candidate for this position.

My resume, which is attached, provides additional information on my background and qualifications. I look forward to hearing from you as soon as possible to arrange a time for an interview.

Thank you for your time,

Matthew Adams