

Kyle York

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Hiring Manager
Braun Northwest

Dear Hiring Manager,

Thank you for the opportunity to apply for the Project Coordinator role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working professional who has been consistently praised as quality-oriented by my co-workers and management. Over the course of my 25-year career, I've developed a skill set directly relevant to the Project Coordinator role you are hiring for, including statistical analysis, government procurement and issue briefings. Overall, I have consistently demonstrated leadership, problem-solving and creative thinking abilities in every aspect of my lead technical engineer role at United States Coast Guard, and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (443) 370-2229 or via email at Yorkkf@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Kyle York