

Anthony Larrañaga

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To: Braun Northwest Inc.

Hiring Manager

Dear Hiring Manager,

When I saw the Project Coordinator job posted online, I jumped at the opportunity to put my application in. As a college graduate with several years of experience in emergency services, project coordination, and customer service, I believe that I would be an excellent candidate for this position, and I'm excited for the opportunity to demonstrate this to you.

I have three years of experience as a volunteer firefighter with Gallinas Volunteer Fire Department in Las Vegas, NM, and I have one year of experience as a HAZMAT emergency response technician with US Ecology in Seattle, WA. In both positions, I participated in response activities, operated apparatuses during emergencies, and conducted routine inspections and maintenance of apparatuses. This gave me valuable experience in emergency response that would allow me to understand the needs of Braun Northwest's customers, and experience with emergency apparatuses which is directly relevant to Braun Northwest's line of business. I have a B.A. in political science from Gonzaga University and certifications in emergency management from FEMA which would help me understand the specific needs and procurement processes of public sector customers.

In my previous role at US Ecology, I provided 24/7 initial spill response services to public and private clients. This required me to rapidly assess incidents, communicate with clients to determine their specific needs, coordinate with supervisors and project managers, and ensure that incidents were resolved to the client's specifications. I also worked as the on-site lead for a major industrial services contract. In this position, I coordinated remotely with project managers, supervised and tracked resources and personnel assigned to the contract, and regularly communicated with the client to ensure that their expectations were met. I have worked as a sales floor associate at BTU Dolt Center in Las Vegas, NM and at Northwest Seed and Pet in Spokane, WA. As a sales floor associate, I would work with customers to discuss their needs and the details of the projects they had and would find and recommend products that fit their needs. My experience coordinating projects, selling products, and providing in-depth customer service would make me an invaluable asset to Braun Northwest. I have a proven track record of working independently and collaboratively to achieve goals, I am detail oriented, and I have excellent communication skills.

I believe that my education, emergency services background, and skills in project coordination and customer service would make me an excellent choice to fill the role of Project Coordinator. I'm excited for the chance to prove myself and develop my career in this position. Thank you for your time and consideration.

Sincerely,

Anthony Larrañaga