# Amanda Davies

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January 1, 2023

Braun Northwest

Chehalis WA, 98532

RE: Project Coordinator

Dear Hiring Manager,

Upon Learning about the Project Coordinator position with Braun Northwest, I was eager to contact you with my interest. Since my employment began in the food & beverage industry in 2012, I have been committed to excelling above and beyond to please the guests I’m working with, both external and internal. During this time, I have developed a desire to move in another direction. My interest in supporting our local community is truly where my passion lies, and I look forward to the opportunity to help Braun Northwest thrive with my experience, kindness, compassion, and work ethic.

I am a recognized expert in confidentiality and communication which allows me to effectively work with multiple departments to achieve a successful outcome to. My previous roles have also strengthened my capabilities in time-management and organization, including a keen attention to detail and accuracy. Furthermore, I am great at identifying a need, and working to achieve the goal, keeping the big picture in mind. Working with vendors was another key aspect of previous positions and keeping those lines of communication open to best suit our guests while keeping business needs in mind. I strive to support company policy and procedures to ensure consistency and accountability throughout the company, in whatever role I find myself in. Working with other department leadership to support this mission is another skill I am confident in.

My desire to grow extends into taking the opportunity to further my education and certifications. I am a certified Six Sigma Yellow Belt, Brene’ Brown Dare to Lead Coordinator (leader of leaders), a member of SHRM, NNAHRA, as well as a Washington State Public Notary. In efforts to continue my education I am currently attending Northwest Indian College, studying Business Management, where I am currently holding a 4.0, with an expected graduation date of 2023 (AA) & 2024 (BA).

I am excited at the prospect of bringing my talents to Braun Northwest. I look forward to hearing from you, at your earliest convenience, to discuss how my experience and qualifications will prove valuable in the Project Coordinator role.

Thank you for your time and consideration.

Sincerely,

Amanda Davies