**Jared Holland**

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jsholland231@gmail.com

Franklin, North Carolina

30 July 2024

Times Square Properties

144 Porter Street, Franklin

Dear Hiring Manager,

My name is Jared Holland, and I am applying for the Office Assistant position at Times Square Properties. My professional experience is focused on engineering and optimization which requires a heavy emphasis on organization and time management.

I have the experience to contribute effectively to this role. I was trained to manage time and resources in a rigorous engineering project environment during my education at Western Carolina University and in my various engineering roles. During my employment at TekTone: Sound & Signal I was an assistant Intern to the VP of manufacturing, where I performed several studies that helped improve the organization and time usage for both the automation department and the assembly floor. While I worked at Leidos: Power Distribution I took my customer service skills to the next level; permitting was of major importance to the success of each power pole layout. Customer contact had to be handled with tact and professionalism to ensure that the project met the timelines set by Duke Energy. These are just some of my experiences in customer service and organization.

I enjoy new environments and assisting in making processes flow smoothly. I would be grateful for the opportunity to adapt my skills to fit the needs of Times Square Properties.

Thank you for your time and consideration.

Sincerely,

Jared Holland