

Avery
Briggs

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Dear Mr. Dickson,

I am writing to express my interest in the Project Coordinator position at TEP Canada in Woodstock, New Brunswick. Though my career background has primarily focused on IT systems and process improvement, the opportunity to apply my skills in organization, analysis, and cross-functional coordination to a growing and supportive company like TEP Canada is very appealing.

In my most recent role as a Process Analyst at a manufacturing facility, I was responsible for planning and executing systems-based projects that required direct collaboration across departments and external vendors. I've developed custom tools, managed reporting pipelines, and provided ongoing support to operations staff—all of which required close attention to timelines, accuracy, and stakeholder needs. These experiences have strengthened my ability to multitask, prioritize effectively, and see projects through from concept to completion.

My proficiency in Microsoft Excel, Access, and reporting tools, along with a foundational understanding of project lifecycles, positions me to step into this role with the ability to learn quickly and contribute meaningfully. I take pride in staying organized, communicating clearly, and delivering results—traits I understand are essential in project coordination roles like this one.

TEP Canada's emphasis on employee growth, collaboration, and long-term career investment is exactly what I am looking for. I am excited about the opportunity to bring my initiative and adaptability to your team and support projects that make a tangible impact.

Thank you for considering my application. I would welcome the chance to discuss how my background and motivation align with your team's goals. I am available for an interview at your convenience.

Sincerely
Avery Briggs