

**SEBASTIAN OCHOA ALVAREZ**

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July 26, 2024

Hiring Team

ServiceMaster Recovery Management

**SUBJECT:** Application for Commercial Project Coordinator at ServiceMaster Recovery Management

Dear ServiceMaster Recovery Management Hiring Team,

I am writing to express my strong interest in the Commercial Project Coordinator position, which I discovered on LinkedIn. Your company's goal to "Play to Win!" and your purpose "To be there when you need us™" deeply resonate with my professional commitment to driving results and providing exceptional service.

With over 10 years of experience managing complex projects and serving as a central communication hub for clients, vendors, and cross-functional teams, I am confident I possess the coordination and leadership skills required for this role. My background is rooted in ensuring project success by meticulously managing scope, timelines, and budgets to deliver against key metrics of Cost, Quality, and Speed.

I am highly skilled in client relationship management, vendor negotiation, and financial oversight, including auditing invoices and managing contracts to drive operational efficiency. I have a consistent track record of analyzing project data to identify and implement process improvements, which aligns with your need for a coordinator who can manage day-to-day interactions with successful outcomes.

My adaptive project management approach has enabled me to thrive in fast-paced environments with shifting priorities. I am eager to apply my core coordination and problem-solving skills to the restoration industry and am a quick study for new industry-specific tools and standards. I am excited by the opportunity to contribute to your team and help your franchisees dominate in their markets.

Thank you for your time and consideration. I look forward to discussing how my experience can benefit ServiceMaster Recovery Management.

Sincerely,

Juan F. Gonzalez