

Vishwa Patel

Patelvishwa1701@gmail.com

27th September, 2023

Onyx Mechanical,
214 Wilkinson Road Brampton,
ON, L6T 4M4, Canada

Dear Hiring Manager,

I am writing to express my strong interest in the Project Coordinator position at Onyx Mechanical, as advertised. After reviewing the job description and researching Onyx Mechanical's innovative projects, I am excited about the opportunity to contribute my skills and experience to your dynamic team.

As detailed in my resume, my recent experience as a Project Coordinator at Ever Brands Limited has equipped me with the necessary skills and expertise to excel in a fast-paced and collaborative environment like Onyx Mechanical. I have successfully collaborated with project management teams to ensure the timely and high-quality completion of projects, while also assisting project managers in preparing critical project documentation, including change orders, Request for Information (RFI's), and shop drawings.

My ability to maintain accurate project tracking logs for equipment procurement, changes, RFI's, and shop drawings has streamlined communication and ensured that essential project information remains readily accessible to team members. Additionally, my active participation in site meetings has allowed me to effectively contribute to project progress and foster positive working relationships among project stakeholders.

My experience extends beyond project coordination, as I have a strong background in database management and development, as demonstrated during my tenure as a Junior Developer Intern at N-MICRO IT Solutions. There, I played a key role in maintaining SQL database systems, collaborating with developers and designers, and ensuring cross-browser compatibility and a user-friendly experience.

Furthermore, my academic background in engineering technology, as well as my involvement in capstone projects such as the commercial construction project at Humber College and the complex healthcare facility renovation, have equipped me with valuable insights into project management, compliance, and stakeholder communication.

I am particularly drawn to Onyx Mechanical due to its reputation for innovation and excellence in project execution. I am confident that my strong project coordination skills, technical knowledge, and commitment to delivering results align with the values and goals of your organization.

I look forward to the opportunity to discuss in more detail how my qualifications match the needs of Onyx Mechanical. Thank you for considering my application. Please find my resume attached for your reference. I am available at your earliest convenience for a call and can be reached at +1 647 894 4475.

Sincerely,

Vishwa Patel

+1 647 893 4475

Patelvishwa1701@gmail.com