Jordan Avery
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Dear Hiring Manager,

I'm applying for the Project Coordinator position because keeping jobs organised, clients informed and crews on schedule is exactly what I've done for the last six years — and it's the part of the work I enjoy most.

At BuildRight Construction I coordinate 8–12 remodels at once. When I started, schedule slips were our biggest complaint; I introduced a weekly client update call and a shared job calendar, and slips dropped by about 30%. I also track every job's budget in a spreadsheet, which has caught overruns early enough to save clients real money.

Before that, at HomeServe Repairs, I scheduled 25 technicians a week and rebuilt the invoice tracker so billing errors nearly disappeared. I bring the same habit to every job: write it down, keep it current, and tell people what's happening before they have to ask.

I'd welcome the chance to talk about how I can bring that organisation to your team. Thank you for your time and consideration.

Sincerely,
Jordan Avery

*EXAMPLE — sample letter. Keep yours to one page: paragraph 1 = the job + your headline strength, 2–3 = proof with numbers, 4 = the close.*