



Dear Hiring Team,

I would like to express my interest in College Instructor role in your university. I'd loved to continue my career and It is my wish to share my experience, knowledge and to further my career with your organization.

As Field Projects Coordinator, one of my primary tasks is to coordinate with different contractors for projects and enforce strict adherence to quality plans and methodologies. It has been always on my watch on how important a good assessment of a contractor's competency or skill is to carry out a project successfully. Part of the task is to evaluate the effectiveness of our methodologies and plans through observations, collecting feedback, apply safety interactions or audit and analysis of results of which is now an acquired skill that I can bring to be successful in the role.

Furthermore, I previously worked as a contractor in a Project Engineer role for previous PASAR projects. I have experienced firsthand on how to solve the challenges of meeting PASAR's and other third party's requirements and standards from project planning up to completion. I have developed documentation, prepared schedules & reports, and conducted audits. Therefore I can use or refer to this experience to be successful on the role or for the improvement of your company.

I always undertake my current and previous companies' culture as well as my job responsibilities with pleasure and enthusiasm. Moreover, in both my academic and professional life, I am constantly praised as a proactive person. This led me to be awarded the Safety Advocate of PASAR 4th Qtr. Recognition where I was acknowledged for developing a work instruction and a template for hazard and control in my current department.

In addition, I have also completed Work Health and Safety related training such as the following:

- Construction Occupational Safety and Health Training;
- Basic Occupational Safety and Health Training
- Safety First Aide

Whether working in academic or professional projects, I have proven analytical, critical-thinking, and communication skills to the table, which I hope to leverage in the role.

Moreover, I'm highly driven and passionate in this career and it is my wish to maximize and improve my skills at your respected company.

Attached herein is my resume for your kind perusal. I will be glad to provide more insight into how my skills and experiences will add value to your organization. Please contact me at +639273511678 or via email at jeanpogoy.roche@gmail.com to arrange a convenient meeting time.

All the best,

*Jean Tabiolo*