Maren Holt

Project coordinator and technical writer

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Dear Hiring Manager,

I would like to apply for the post of Project Officer at Avon Community Energy. I coordinate grid connections for solar projects now, and I would like to do it for an organisation whose members live where the panels are.

At Ashmead Utility Services I coordinate the electricity connections we build for solar farms and housing sites, from the network operator's offer to the day of energisation. On the Stowe Farm connection in 2023, a 2.1 km cable route for a 12 MW solar farm, I agreed access with five landowners, kept the programme and arranged the network operator's witness tests, and the site went live on the agreed date. Across all my schemes I keep the programme, the risk register and the change log, and I track cost against budget with our quantity surveyor.

Your post also asks for writing that a school business manager and an engineer can both follow. I write the weekly progress reports our clients read and the letters residents receive before works start, and I rewrote our 35 site procedures in plain English. Guidance for building owners on what to expect is the kind of document I like to write.

My connections so far have been at 11 kV and 33 kV for sites on open ground, so rooftop installations would be new to me, though the applications and the network operator are the same. I could start after one month's notice, and I would welcome the chance to talk about the post.

Yours faithfully,

Maren Holt