Maren Holt

Project coordinator and technical writer

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Dear Hiring Manager,

I would like to apply for the post of Project Coordinator, Asset Renewals, with your Bath and North Somerset team. I have coordinated water main renewals for a utilities contractor for more than four years, and your advert lists the work I do each week.

At Ashmead Utility Services I keep the programmes for three site teams and ten to twelve live schemes, worth about £5 million a year together. I apply for the permits and road closures with four highway authorities, and late applications have fallen from one in six to fewer than one in twenty since I took the work on. In 2024 I coordinated the renewal of 3.2 km of main through a town centre, with 14 weeks of night works, two road closures and letters to 340 households and businesses. It finished four days early, with three complaints.

I would bring the same care to your reporting and your handovers. I write the weekly progress report for each client and attend the fortnightly review, with cost against budget and the risks that have changed. Handover packs used to reach our clients about six weeks after a scheme finished. I rebuilt the checklist and the filing behind them, and they now arrive within ten working days.

I live in Bristol, so Keynsham is an easy journey, and I could start after one month's notice. I would welcome the chance to talk about the post.

Yours faithfully,

Maren Holt