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Hiring Manager
[Company]

RE: Shutdown Coordinator – LNG Turnaround

Dear Hiring Manager,

I am writing to apply for the Shutdown Coordinator position. With 12+ years of turnaround planning and execution across LNG, refinery and mineral processing campaigns, I bring a track record of delivering shutdowns on time, on budget, and with zero recordable injuries.

My most recent role coordinating major train turnarounds for an NW Shelf LNG operator has involved leading scope-freeze, pre-built isolation, and on-site execution for campaigns ranging 21 to 35 days and \$18-42M in budget. The most recent 28-day campaign delivered two days under planned duration and 4.2% under budget – outcomes I attribute to disciplined T-90 scope freeze, daily POD coordination across 12 contractor companies, and proactive critical-path management.

I am proficient across Primavera P6, SAP-PM, and HxGN MES, and hold current OPITO BOSIET, HUET, CA-EBS, Confined Space Entry and Permit Authority qualifications. I have authored and issued an average of 240 high-risk permits per campaign with zero rejected handbacks at audit, and I am told my permit discipline is one of the things contractors specifically request when scoping return engagements.

Beyond execution, I take pride in mentoring junior planners and coordinators – I have brought two through to full campaign ownership in the last four years. I believe coordination is as much about clear communication and consistent expectations as it is about scheduling software, and I work hard to be a coordinator that crews trust.

I would welcome the opportunity to discuss how my campaign delivery record and contractor coordination experience can contribute to your next shutdown.

Thank you for considering my application.

Kind regards,

Mark T.