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# Example of Admin Cover Letter

588 Kulas Walk  
East Mitchel, MA 27356

**Dear Baylor Kunde,**

In response to your job posting for admin, I am including this letter and my resume for your review.

In the previous role, I was responsible for generalist HR and Operational administrative support and ensure effective implementation and co-ordination of the company’s policies, procedures and processes.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Work with Customers DevOps team for server related changes, automated builds, deployment
* Recommend and implement any optimization on the existing build and deploy process
* Monitoring server health and taking care of deployments on Regression and UAT/Stage environments
* Troubleshoot issues and provide resolution related to deployments and server configurations
* Performance tuning web Logic by configuring caching, queuing, pooling, JVM parameters
* Preparing strategy for Performance toots to provide benchmarking and capacity planning statistics
* Systems Applications Management using Administrative Interfaces Systems Management
* Carrying out automated deployment and build process across Staging, UAT, Model, and PROD environments for customer applications

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Dallas Lockman