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# Example of Admin Cover Letter

5983 Gleason Park  
Lake Oswaldo, TN 74152-2260

**Dear Rowan Legros,**

I submit this application to express my sincere interest in the admin position.

Previously, I was responsible for project level analysis – producing required project analysis documentation (business requirements, scope matrix, use cases, sequence diagrams, future state proposals, UAT plan).

Please consider my qualifications and experience:

* Certification(s) in functional expertise areas
* Knowledge of basic ITIL framework and processes.Search Jobs US
* Be well organised and focused on delivery of high standards for our customers
* A permanent role
* Great office environment
* Training and excellent support
* Assist with VTC set up for conference calls as needed
* Experience in WAS Administration

**Thank you for your time and consideration.**

Sincerely,

Bellamy Schuster