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# Example of Asset Administrator Cover Letter

44602 Schimmel Branch
Daughertyside, IA 15133

**Dear Riley Fadel,**

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

Previously, I was responsible for daily compliance surveillance of GSAM portfolios for regulatory requirements and applicable policies and procedures.

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:

* Knowledge of IT Assets, specifically data center equipment and CI hardware
* Working knowledge of BMC Remedy – ITSM
* Financial and asset concepts (ie
* Excellent ICT skills - MS Office, Word, Excel, Outlook and PowerPoint
* Organised and effective with high attention to detail
* Willingness to support team members in delivering the department’s services and responding confidently to issues
* Enjoys identifying improvements and interested in representing the team on internal projects
* Strong Administration skills are essential

**I really appreciate you taking the time to review my application for the position of asset administrator.**

Sincerely,

Onyx Muller