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# Example of Asset Administrator Cover Letter

5985 Hegmann Creek  
Winfredmouth, SD 83075

**Dear Parker Bahringer,**

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

Previously, I was responsible for oversight of the management of the IT asset fleet and develop, implement and manage appropriate policies, processes 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:

* Flexible and lateral thinker
* Advanced skills in use of service management tools
* Familiarity financial markets
* Excellent organizational skills with specific attention to detail
* Strong taxonomy and metadata skills
* Understanding of HP UCMDB
* User Profile Management in HPAM - Define and maintain system roles, access levels, and restrictions
* Creating Functional, Technical Specification (BA) for new requirement

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

Sincerely,

Max Larkin