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# Example of Asset Administrator Cover Letter

1213 Stoltenberg Way  
Heaneystad, VA 84971-7427

**Dear Finley Mueller,**

Please consider me for the asset administrator opportunity. I am including my resume that lists my qualifications and experience.

Previously, I was responsible for advice and instruction to cardholders regarding corporate card policies, procedures, best practices and cost-efficient techniques for card use.

Please consider my qualifications and experience:

* Quick learner, team player
* Logically organized, efficient and creative
* Advanced Microsoft Excel skills and solid Microsoft Access skills
* Handles confidential Microsoft EA/ Adobe ETLA and other contractual agreements
* Certified Software Asset Manager or Certified IT Asset Manager preferred
* Information Technology Infrastructure Library (ITIL) Foundation Certification preferred
* Previous IT experience in a fast pace IT support environment
* Knowledge and interest in Asset Management industry and familiarity with industry terminology

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

Sincerely,

Corey Dicki