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# Example of Asset Administrator Cover Letter

29419 Lind Squares
Hacketttown, ND 68796

**Dear Lennon Hudson,**

I would like to submit my application for the asset administrator opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for iT Asset Management and be familiar with Army Property Accountability and Hand Receipt 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:

* Good understanding of Process Improvement
* Develop strong & effective relationships with other teams & Service Provider Groups within the organisation
* Monitor and report on the quality of the data associated with Install/Move/Add/Change/Disposal (IMACD) process
* Ensure that all teams working with IMACDs or asset changes are accurately updating asset information
* Preparation of ITAM Reports per agreed schedule
* ITIL certification would be highly regarded
* Self-starter, independent and positive attitude toward work
* Preferred experience with motor vehicle registration, licensing, and tax processing

**Thank you for taking your time to review my application.**

Sincerely,

Campbell Daniel