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# Example of Center Support Cover Letter

289 Swift Port  
Rippinport, WI 23558

**Dear Max Ernser,**

I am excited to be applying for the position of center support. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for primary support of field images utilizing Windows operating systems as well as VMWare / MokaFive.

Please consider my qualifications and experience:

* Accounting and or Finance certifications such as CPA, CIA, PMP, or CFE are preferred
* Experience with Oracle, People Soft, Kronos, Service Anywhere, and/or other ERP and accounting systems is preferred
* Excellent verbal and written communication skills including good grammar and a well-modulated speaking voice
* Advanced proficiency in Microsoft Windows, Microsoft Office (Works/Word, Outlook, Excel, ) computer systems, calculator, telephone and related business equipment
* Organization skills – can plan, execute, and control multiple tasks
* Communication skills – excellent written and verbal presentation skills
* Current licenses and certifications from the State licensing agency
* Knowledge of job functions of pharmacy staff members

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

Sincerely,

Gray Durgan