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# Example of Microsoft Administrator Cover Letter

295 Troy Glen  
East Lewis, AR 45732-0038

**Dear Campbell Mitchell,**

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

Previously, I was responsible for overall M365 security expertise including strong knowledge of Azure Active Directory, Azure Information Protection, Information Rights Management, single sign-on and multi-factor authentication and related technologies (including Microsoft Enterprise Mobility + Security).

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:

* Drive creation and maintenance of relevant engineering and support documentation
* Partner with the other IT teams to decrease incident volume, optimize incident handling / escalation and build collaboration
* ITIL Foundations certified or equivalent experience in an ITIL environment
* Responsive web design/mobile application development experience
* Demonstrated history of successfully supporting Microsoft Office365 and Azure technologies
* Industry certifications in Microsoft Systems Management/Administration
* Knowldge of concepts of Microsoft LYNC/Skype jor Business Server
* Powershell knowldege (especialy LYNC server meangment shlell)

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

Sincerely,

Finley Davis