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# Example of Service Administrator Cover Letter

148 Grimes Island  
Ankundingville, MA 44928

**Dear Gray Hamill,**

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

In the previous role, I was responsible for support to users with the SAP interface, including training on extracting reports and exporting to excel.

My experience is an excellent fit for the list of requirements in this job:

* Confidence in dealing with customers on the telephone face to face
* Basic knowledge of safety products is desirable
* Diploma in Business or the equivalent
* Knowledge of Oracle, JD Edwards will be an advantage
* Knowledge of business practices relating to the purchasing, pricing, shipment, taxes, and payment for services
* Affinity for describing and managing virtual service concepts such as registration, burden of proof, proof of delivery and virtual inventory
* Requires proficient use of Microsoft excel and word and relevant business systems tools (JDE, product search, business objects)
* Perform duties with the established policies and processes

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Alexis Marquardt