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# Example of Service Administrator Cover Letter

7485 Anderson Hill
Lake Edmundville, WY 81288

**Dear Zion Bogisich,**

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

Previously, I was responsible for sound Service Support.- Capability to build trustworthy relationship and ability to train, mentor and coach service teams.- Good communication skills- Computer literate (Lotus Notes, Microsoft Office, etc.)- Travel extensively.

Please consider my qualifications and experience:

* Intensive knowledge of diesel engine
* Professional in using MS office excel (functions)
* Core value like Integrity, Responsiveness, Diversity, Efficiency
* College diploma in Operations Management, Business Administration, or equivalent
* Proficient knowledge of SAP business system
* Clear, confident and concise telephone manner
* Exceptional communication skills, written and verbal, excellent interpersonal skills to foster interaction within all levels of the organization
* High standard of oral and written English

**Thank you for considering me to become a member of your team.**

Sincerely,

Briar Kautzer