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# Example of Service Administrator Cover Letter

477 Cronin Tunnel  
Lake Marlin, IA 73042-7364

**Dear Dakota Hintz,**

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.

In my previous role, I was responsible for moderate level of reporting and analysis regarding field service operations through Microsoft SQL.

Please consider my qualifications and experience:

* Working knowledge of computers and electronic data processing
* Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting, data processing
* High levels of passion, enthusiasm and a willingness to learn
* Knowledge of good office and administrative practice
* Confidence and ease in communicating at all levels of internal and external contacts / customers
* Proficiency in spoken Mandarin and English
* Basic knowledge of Data Centre operation especially for power products
* To support with customers on their service requirement, submit quotations

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

Sincerely,

Emerson Romaguera