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# Example of Service Administrator Cover Letter

3400 Lesch Meadow  
Traceyburgh, IN 46635-8979

**Dear Peyton Shanahan,**

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 the previous role, I was responsible for guidance on the technical architecture for all SAP components in order to meet the needs of the business.

Please consider my qualifications and experience:

* To receive service reports from technicians/engineers, compute billable hours and compile for monthly reporting
* To invoice customers upon completion of service jobs
* To generate preliminary monthly report
* To arrange all travel/logistics/visa matters for service department
* To support and train regional offices in service admin process
* Provide administration support to the service manager & service team
* Perform other job functions as assigned by the Service Manager
* A team player and be able to work in a fast pace environment

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

Sincerely,

Morgan Kuhic