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# Example of Service Administrator Cover Letter

8253 Fritsch Ports  
South Beauchester, WA 96553-5080

**Dear Morgan Herzog,**

I would like to submit my application for the service administrator opening. Please accept this letter and the attached resume.

Previously, I was responsible for ongoing support for existing legacy systems (MXP, Lotus Notes) across Ortho Care and in cooperation with other groups across Ortho.

Please consider my qualifications and experience:

* Provide efficient administrative support with limited guidance
* Onsite responsibilities
* All support calls to be resolved on a daily basis within SLA standards
* Log calls & Interact where applicable
* Operating and contributing as part of various teams as and when formed by initiating and / or actively participating in formal team meetings, discussions and actions
* Fulfilling administrative duties related to support activities
* Updating our helpdesk system timeously & diligently
* Work with 1st & 2nd line support teams in Problem resolution of Video Conference equipment problems

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

Sincerely,

Armani Pagac