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# Example of Test Administrator Cover Letter

595 Kip Bypass  
Lake Vito, HI 12587

**Dear Alexis Dietrich,**

In response to your job posting for test administrator, I am including this letter and my resume for your review.

Previously, I was responsible for account management services and ensures security standards, guidelines and procedures are adhered to in the testing environment.

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

* Very Good working knowledge of the Microsoft Office Suite and associated packages including Word, Excel, PowerPoint, Outlook, Access and Internet packages
* Support the initial stand up, configuration, and ongoing maintenance of CDM DEFEND A virtual test lab environment and Deployable CDM Toolkit
* Execute patches and configuration changes to ensure configuration baseline against CDM solution production environment
* Develop and maintain test environment and deployable CDM Toolkit assets, CIs, and network topologies
* Provide support to an independent organization conducting Independent Verification & Validation (IV&V) testing of the infrastructure and develop Plans of Action & Milestones (POA&Ms) to address critical findings
* Perform test and evaluation of infrastructure components
* Influence and/or educate non-testing personnel regarding testing policies, practices and procedures
* Support Request for Service (RFS) Test for SDR, SRR, and PRR SELC phase gates

**I really appreciate you taking the time to review my application for the position of test administrator.**

Sincerely,

Tyler Dicki