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# Example of Test Administrator Cover Letter

2399 Pagac Tunnel
Elvinville, MS 87870

**Dear Azariah Swift,**

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

In my previous role, I was responsible for input in the creation of standards, procedures, and guidelines established to ensure system security, stability, and reliability.

Please consider my experience and qualifications for this position:

* Current certification for proctoring tests for computer-based national testing agencies
* Familiarity with university policies, procedures and experience working with departmental faculty/staff
* Proficiency working in Banner Student Module and/or creating query reports
* Experience utilizing an Applicant Tracking System is preferred, specifically Taleo
* Lead & drive tools implementation, support projects and provide necessary trainings to both internal and external clients
* Makes solid technical decisions and complete tasks & assignments under limited supervision
* Ensure documentation of software issues and improvement requests and collaborate with different testing teams and vendors to understand the test requirements, new features and problem solve
* Collaborate on miscellaneous QA test process related tasks and multiple systems/programs on projects with Project Managers of moderate complexity

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

Sincerely,

Blake Abshire