

# Access Control Specialist Cover Letter

1527 Alex CrestArlington, AL 98801

**Dear Ari Hoeger,**

In response to your job posting for access control specialist, I am including this letter and my resume for your review.

Previously, I was responsible for full spectrum of office administrative support, such as office supplies management, office facilitates maintenance and mails and courier deliveries management;

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

- Can communicate at all levels of management and leadership
- Proficiency in Microsoft Office products and SharePoint
- Well-organized, process-driven and flexible
- Experience leading a team and managing a service ticket queue
- Efficiently handle multiple priorities from different sources
- Foster a continuous improvement approach to new and existing work
- Computer literacy, familiarity with computer based applications
- Define, enforce and support the implementation of the group standard for the Access Control domain (FW, Authentication- & Authorization-services, SIEM, Security Gateways)

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

Sincerely,

Max Lakin