

Access Control Specialist Cover Letter

85902 Lucius GardensD'Amorefurt, CT 35873

Dear Rory Prosacco,

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 field training to E&C Project Managers, Construction Managers, and Office personnel responsible for project records on the use of the Company's Construction Project Document Management System.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- The Access Control Coordinator II participates in the evaluation and development of security policies and procedures
- Acquire and maintain current knowledge of relevant products offerings and support policies in order to provide technically accurate solution to associates and team members
- Support organizational changes from a provisioning perspective with ongoing maintenance support
- Exhibiting leadership qualities by taking the initiative to identify and resolve issues
- Identify opportunities to improve department
- Demonstrated working knowledge of personal computers
- Good written communication and oral communications skills
- Prior experience in administering PACS Systems, specifically AMAG Symmetry

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

Sincerely,

Corey Durgan