

# Admin Manager Cover Letter

672 Rowe SummitRohanberg, MS 08753-1958

**Dear River Mante,**

I submit this application to express my sincere interest in the admin manager position.

In the previous role, I was responsible for advice, assistance, and resolution on company policies, procedures, and documentation as well as any related issues.

Please consider my experience and qualifications for this position:

- Experience in issue tracking and resolution
- Extensive experience in premium collection including Direct Debit and Credit Card payment
- Good stakeholder management skill and strong leadership skill
- Strong leadership, team-building, relationship-building, and collaboration skills
- Demonstrated awareness and active pursuit of emerging Health IT technologies, techniques, devices, standards, and regulations
- Should have excellent written and verbal communication skills, strong attention to detail and strong organizational skills
- Target oriented and focused
- Balance between strategic and operational focus

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Reese Huels