

Admin Manager Cover Letter

23842 Gislason CampAdanstad, NV 51574-2337

Dear Rory Witting,

I would like to submit my application for the admin manager opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for communication/direction to other Hershey Health Services' representatives as requested regarding policies/procedures as it pertains to health service issues.

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

- One of Nordic languages, English (excellent spoken and written)
- Good knowledge of internal and external communications
- Solid experience in fast paced business environments
- A self-starter who takes responsibility for own tasks and keeps a strong overview
- Proficient knowledge and skill using computers and software including Microsoft Office Suite
- Previous Intel Community experience (Current NRO or IC experience highly preferred)
- BSc/BA in business administration or relative fieldInterpersonal skills (Interaction with internal / external customers)
- Experience managing multiple customers to include DCMA, Special agencies, other prime contractors and subcontractors

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Armani Heller