

Administration Specialist Cover Letter

50183 Inell Lane North Melynda port, ID 96471-7903

Dear Haven Grimes,

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

In my previous role, I was responsible for guidance and direction to employees and managers regarding company HR policies and procedures that champions the company's vision, values and culture.

Please consider my qualifications and experience:

- Mature, dynamic and proactive
- Intermediate to
- Understanding of HR and/or employment legal processes, policies and procedures
- Significant system administration experience in a production LINUX operating system environment
- Collaborating effectively in a virtual environment, at same time demonstrating ownership
- Should demonstrate highest level of integrity
- Identifies and resolves problems in a timely manner and gathers and analyzes information skillfully
- Has a high level of interpersonal skills to handle sensitive and confidential situations and documentation in a professional manner

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

Sincerely,

Sawyer Corwin