

Administration Specialist Cover Letter

325 Lanell CenterCristburgh, NV 60399

Dear River Stokes,

I submit this application to express my sincere interest in the administration specialist position.

In my previous role, I was responsible for guidance to employees regarding company policies, processes and procedures.

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:

- Demonstrated experience tuning complex application and database workloads
- Exposure to DevOps frameworks and tools including UrbanCode, Puppet, Zabbix and Liquibase would be an asset
- Experience working with a Learning Management Systems (LMS), preferably SumTotal
- Demonstrate energetic, forward-thinking, and creative thought with high ethical standards
- Experiences in a learning and development team in a commercial airline company—preferred
- Basic knowledge of the labor law
- Proficient knowledge of MS Office (preferable knowledge of Outlook, Excel)
- Care for details

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

Sincerely,

Sutton Deckow