

Administration Cover Letter

7423 Erwin PrairieWintheiserberg, IA 67969-0744

Dear Tatum Bahringer,

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

In my previous role, I was responsible for leadership, strategic planning and organizational development for the Sponsored Project Support department, the GTRI Budgeting and Finance department, the GTRI Cost Accounting/Rates and Audits department, and for both GTRI Accounting and GTRI Laboratory Business Operations.

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:

- Proficient computer skills in software programs such as Excel, Word, Outlook, PowerPoint
- Excellent interpersonal and communication skills, stakeholder management skills are all key to this role
- Substantial experience with and strong knowledge of Linux operating systems
- Substantial experience as systems integrator / administrator
- Solid programming skills, able to write/maintain/debug at least moderately complex programs
- Significant cloud and/or virtual environment support/administration experience
- Good network skills - able to troubleshoot network issues in complex network environments, able to perform at least basic network design/configuration, firewalling
- Good understanding of security - including host, common programming/software issues, firewalls, network, and other common and practical areas of concern (physical, procedures and best practices,

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

Sincerely,

Bellamy Jaskolski