

# Administration Cover Letter

8584 Marin ClubSchulistview, NC 90589

**Dear Frankie Gleason,**

I am excited to be applying for the position of administration. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for leadership, strategic vision and general management support to the Finance, Accounting, and Human Resources Teams.

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:

- Enthusiastic and customer focused
- Good use of Microsoft Office (eg Word, PowerPoint, Outlook, Excel)
- Appreciation of strategic objectives and business goals
- TS/SCI clearance or TS/SCI eligibility
- NGA PeopleSoft knowledge or experience
- Motivated towards continuous self-improvement
- Professional and patient
- Exposure to facilities maintenance and logistics support

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

Sincerely,

Sutton Blanda