

Analyst, Production Cover Letter

2639 Shila River East Tyra, NY 68881-5043

Dear Rory Abbott,

I would like to submit my application for the analyst, production opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for production maintenance support and application development of both internally-built applications along with supporting vendor purchased applications.

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:

- Familiarity or certifications with ITIL
- Strong and proven organizational and time management skills
- Understanding of how data can interface with and control machinery and systems preferred
- Proficient in MS Office Products (Word, Visio, Excel, Access, PowerPoint, Project and Outlook)
- Understanding of relational databases and experience with SQL preferred
- High level of proficiency in Microsoft Office programs (Word, Excel,) and client specific application and database programs
- Will ensure procedures are accessible to the employees overseeing control of logs and forms
- Ensuring all approved documents are delivered to business units for training

Thank you for taking your time to review my application.

Sincerely,

Brooklyn Durgan