

Back Office Cover Letter

416 Edie RadialSwiftview, AR 37750

Dear Campbell Lueilwitz,

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

Previously, I was responsible for hR administrative Back office support including HR system on a day-to-day basis and contributing to the long-term development of HR Shared Service functions.

Please consider my experience and qualifications for this position:

- Align test implementations with global testing strategies
- Configure, execute and report on test phases / test cycles
- Configure and automate reports and extract reconciliations
- Anticipate and manage the failure of any test scripts and study efficient ways of enhancing their performance
- Work with business analysts, developers and vendors to resolve issues
- Review and analyse existing defects for GAP analysis
- Review and quality assure test cases
- Carry out test script maintenance

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

Sincerely,

Zion Terry