

# Business Administrator Cover Letter

3223 Vanna ExtensionKrajcikfort, SC 70428

**Dear Azariah Kuphal,**

I would like to submit my application for the business administrator opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for change control management and assist in the development of interfaces to other internal business applications while adhering to best practices.

Please consider my qualifications and experience:

- Customer liaison and clarification of requirements
- High level diary management
- Booking of Travel arrangements
- Plans & organises own workload
- Proven experience of high standards of customer service
- Proficient in MS Word, Excel, legal time and billing system and PCLaw, Clio and Access is preferred
- Strong background in a Business Intelligence related field
- Very good communication and engagement skills

**Thank you for taking your time to review my application.**

Sincerely,

Sam Ondricka