

# Business Information Cover Letter

13895 Mayert LoafNew Meichester, PA 76840

**Dear Bellamy Leuschke,**

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

In my previous role, I was responsible for vendor related security consulting and project management services on complex issues related to data access, integrity, confidentiality and business continuity.

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:

- SAP functional knowledge (in the area of logistics)
- The individual should be assertive, innovative, objective, a relationship builder, and possess a good sense of humor
- Previous Human Resources technology support preferred
- Technical experience/knowledge of Documentum
- Experience with Documentum upgrades and installs
- Experience with FirstDoc, Documentum, Compliance Manager, and D2 (additional experience with Veeva Vault preferred)
- Familiarity with Content Server, WebTop and SPX
- Familiarity with controlled document management principles and best practices

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

Sincerely,

Alexis Skiles