

Business Support Cover Letter

916 Jeanne MountainsPort Mckenzie, NV 11307-6668

Dear Tyler Roberts,

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

In my previous role, I was responsible for direction for the testing team, ensuring that activities of the team are aligned with related functions and initiatives.

My experience is an excellent fit for the list of requirements in this job:

- Proficiency with Microsoft applications including Excel, PowerPoint
- Proficiency with communication related technology including operating WebEx and conference lines
- Advanced skills in Excel including experience creating V-lookups, pivot tables, macros
- Basic knowledge of quality work flow from IOS via Supplier/Purchasing to Retail and ISAG
- Knowledgeable in IT and interested to work with Quality related systems
- Experience in CASY is an advantage
- Experience in writing educational packages and strategic working documents
- Analytical, structured and administrative skills

Thank you for taking your time to review my application.

Sincerely,

Bellamy Grady