

Client Service Administrator Cover Letter

9350 Schneider Streets North Olga, SD 35687-7063

Dear Skyler Russel,

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

Previously, I was responsible for technical and functional support of Equity Trading systems to the front office business users as well as operations users.

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:

- Excellent written English and Mathematical skills
- Attention to detail and accurate first time
- Good computer literacy across a variety of common applications
- High-level administrative and/or project management/coordination experience
- Proactive self-starter who identifies and embraces opportunities to grow the business
- Above average proficiency with Microsoft Office Suite software
- Perform network management, validate requirements, assists in troubleshooting, and coordinate with 6 CS Client Service and Air Force Enterprise Service Desk (ESD) for assistance and commercial company for repairs to their network or equipment
- Maintain DSN telephone, secure telephone systems for occupants of designated Distinguished Visitors (DV) Suites

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

Sincerely,

Jordan Smith