Cognos Administrator Cover Letter

863 Tillman ThroughwayPort Genesis, MS 56143

Dear Emery Dicki,

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

Previously, I was responsible for production support for Cognos issues during business hours and after hours as needed.

Please consider my qualifications and experience:

- Strong utilization of Software Life Cycle methodology
- Prior experience working in a non- governmental organization (NGO) is preferred
- Experience with database maintenance and reporting tools
- Advanced Excel knowledge– vLookup, Pivot Tables
- Knowledge of Report Studio, Analysis Studio, and Event Studio
- Experience working with HR-specific data would be beneficial
- Experience with JIRA, Confluence, and the Atlassian suite of tools
- Adobe LiveCycle or LifeRay

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Zion Klocko