

# Document Administrator Cover Letter

632 Kovacek Circle South Nestorfurt, MS 39452-2479

**Dear Greer Ward,**

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

Previously, I was responsible for ongoing support of network systems of high complexity in extranet, commercial and corporate environments to fulfill the business needs.

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:

- English skills are considered as advantage
- Proficient with MS office applications, specifically Word, Excel, PowerPoint
- Experience with SharePoint or other collaborative, shared document management tools is highly desirable
- Advanced knowledge of the Microsoft Office Suite (Word, PowerPoint, Excel and Outlook)
- Basic understanding of Word, Excel and Outlook
- Fluent Romanian and English language
- Good computer skills with knowledge of Microsoft Word, Excel, email, and various database software, LMS
- Solid understanding of database functionality, including query methods, data retrieval, and general concepts of sound data management practices

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

Sincerely,

Indigo Ryan