

# Document Administrator Cover Letter

5693 Rutherford DaleGlenniestad, KY 71698-1047

**Dear Indigo Dach,**

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.

In the previous role, I was responsible for commercial support and facilitation for bids, including proposal coordination, completion of tariff sheets, commercial departures and adherence to internal governance processes.

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 level of accuracy with attention to detail
- Flexible and adaptable to move between different projects/departments both office and site-based
- Proven experience in a range of document control software
- Experience in graphics packages
- Site working experience
- Knowledge of LMA preferred
- Manage Novartis key documents and information exchange with GDD and external stakeholders
- Provide operational support to CMO&PS leadership team for organizational tasks and management of the meetings

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Ari Senger