

Document Administrator Cover Letter

4820 Christiansen BypassBoehmchester, MN 99046-0649

Dear Onyx Prosacco,

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

Previously, I was responsible for service and support to all areas of the Commercial Lending Group where service or assistance is needed.

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

- Bias for results
- Adaptable to many situations
- Assist Project Managers with all project administration duties and act as the office point of contact for project administration resources
- Perform, co-ordinate and supervise document control tasks including revision control, issuing by transmittal, workflow, and distribution of internally produced controlled documents according to the applicable QA procedures
- Coordinate and provide administrative assistance to the Office Team
- Very professional, proactive and self-starter
- Familiarity with all aspects of Project Administration and Document Control
- Intermediate skill level in Microsoft Office Suite including Word, Excel, Acrobat, Powerpoint

Thank you for taking your time to review my application.

Sincerely,

Ari Spinka