

# Document Administrator Cover Letter

390 Sipes PortWest Ismaelburgh, MN 47632

**Dear Jordan Maggio,**

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 consistent and accurate information about compliance and new hire documentation, including I-9, E-Verification, and Verification of Employment and Tax Credit processing.

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:

- Knowledge of Document Management System (TeamBinder, Aconex and/or other web based)
- Knowledge of Project Cost Controls System (Prediction +, Oracle and/or equivalent)
- Diploma in Administration or relevant field
- Proven experience in either Aconex/Primavera
- Sound data organisation and storage knowledge
- Experience in File Transfer Protocol (FTP)
- Good knowledge of Adobe Acrobat
- Experience in drawing revision protocols

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

Sincerely,

Phoenix Gerlach