

IT Administrator Cover Letter

872 Blick Gardens Tanishafurt, AZ 99130

Dear Emerson Davis,

I submit this application to express my sincere interest in the IT administrator position.

In my previous role, I was responsible for day to day 1st and 2nd level Deskside Support to users for Windows and Mac OS operating system, along with LAN/WAN networking, voice, telepresence, cell phone technology, and approved software applications support.

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:

- Experienced in understanding and following a moderately complex Delegation of Authority (DoA) structure
- A solid foundation of previous contract administration experience
- Proficient user of Microsoft Office applications Microsoft PowerPoint, Word and Excel
- Fast learner, self-managed, strong work ethic
- A positive individual with a can-do attitude
- Experience using NHS systems NHAIS/PCIS (desirable)
- Flexible in handling assignments and attention to detail
- Knowledge of working in a Helpdesk organization

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

Sincerely,

Lennox Zieme