

Lead Administrator Cover Letter

1416 Keenan Spur
New Sidneyborough, ME 32314

Dear Morgan Kshlerin,

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

In the previous role, I was responsible for technical leadership and guidance on Global Technology Operations, Chief Technology Office, and Security Services Group-led IT projects that impact Retail systems and applications.

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 communication skills for mentoring/guiding internal associates, and external client presentations
- Collaborative strategy/innovation/problem resolution skill set
- CA Life and Health Agent License
- Perform data imports, data integrity and manipulation tasks such as merging duplicate records and establishing proper ownership of existing accounts and contacts
- Create and maintain documentation on processes, policies, application configuration and help create related materials for users as applications are developed
- Develop integration strategies between internal COTS systems or databases to migrate/convert data by means of custom data export scripts or Stored procedure in SQL
- Create enterprise integrations with tools to extract, transformation and load (ETL) tools, such as informatica and DemandTools from AppExchange
- Knowledge of the deployment of custom .NET applications

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

