

# Licensing Administrator Cover Letter

832 Graham Trail North Claytown, OH 29506

**Dear Tatum Pagac,**

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

Previously, I was responsible for a safety framework for the team in the delivery of licensing support to ensure a high level of Safety and Operation Risk reduction in our licensing deliverables.

Please consider my qualifications and experience:

- Versatile, flexible and passionate towards learning
- Requires excellent communication - both written and verbal, time management and interpersonal skills
- Proven strong skills in permissions licensing, and experience with digital licensing Working knowledge of internal departmental/unit operating policies
- Working knowledge of legal principles in intellectual property law including copyright and contracts
- Exceptional verbal and written communication skills to articulate ideas and issues clearly, concisely, and persuasively, including business correspondence and legal contracts
- Excellent project management and organizational skills to prioritize multiple assignments and meet conflicting deadlines within a dynamic environment
- Knowledge of the organization, including its infrastructure, goals, mission, rules, policies, guidelines, et cetera
- Demonstrated records management skills to ensure sufficient documentation for legal uses

**Thank you for considering me to become a member of your team.**

Sincerely,

Justice Monahan