

Licensing Administrator Cover Letter

1801 Buckridge Oval South Susannah, SC 01817

Dear Quinn Stoltenberg,

Please consider me for the licensing administrator opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for technical assistance to licensee/applicants about licensing requirements in general and by recommending appropriate measures to facilitate the development of a corrective action plan.

Please consider my experience and qualifications for this position:

- Understanding of the contract management process
- Understanding of the Software and hardware asset management process
- Understanding the Supplier management function in cooperation with Procurement
- Bachelor of Economics
- Very good knowledge of MS Office/ ERP/ Outlook/
- Working with data will be considered as advantage
- Aptitude for quick comprehension of assignments, determination and prioritization of workloads, and commitment to meeting strict deadlines
- Have significant experience in administrative office setting

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

Sincerely,

Stevie Parker