

Licensing Administrator Cover Letter

58375 Dooley DivideGulgowskiburgh, DE 40506

Dear Sutton Johnston,

In response to your job posting for licensing administrator, I am including this letter and my resume for your review.

In my previous role, I was responsible for licensing and regulatory expertise and strategy to internal Westinghouse organizations to improve performance and increase positive regulatory interactions.

Please consider my qualifications and experience:

- Very good knowledge of English and intermediate Swedish
- A minimum of a BS/BA in Business Administration or other related field business field, paralegal/law experience is
- Proven high-level verbal and written English communication skills across a variety of stakeholders
- Intermediate MS Office, technology and general computer skills
- Strong attention to detail with all tasks
- Independent, resourceful, reliable, adaptable, firm and professional
- Committed to delivering high quality, customer service focused outcomes
- Time management and problem solving skills, in a high volume, fast paced environment

I really appreciate you taking the time to review my application for the position of licensing administrator.

Sincerely,

Alexis Kris