

# Manager, Administration Cover Letter

47501 Kulas ForgePort Robertberg, WV 67818-8540

**Dear Drew Yundt,**

Please consider me for the manager, administration opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for recommendations supported by thorough research and data analysis to increase operational performance across key business areas.

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 analytical thinking capabilities
- Broad understanding of Workbrain, AutoTA, Staff Admin payroll and other time and attendance applications
- Superior organizational and prioritization skills and attention to detail
- Strong team player and be willing to assist department in various tasks
- Above average proficiency of personal computers and software applications, including MS Word, Excel, PowerPoint, and Outlook
- Venture experience preferred
- To ensure best house keeping practices followed at site
- To ensure timely, safe, comfortable transportation of employees from Hyderabad/ zaherabad in all shifts

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Charlie Kohler