

Product Administrator Cover Letter

82108 Drew Extensions New Johnnie, AL 55237

Dear Jordan Nolan,

I submit this application to express my sincere interest in the product administrator position.

In the previous role, I was responsible for recommendations on best practices and efficient use of Salesforce and other applications to streamline end user and back-office operations.

My experience is an excellent fit for the list of requirements in this job:

- Excellent verbal and written communication preferred
- Excellent knowledge of the Microsoft Windows operating system family
- Excellent computer skills, including the use of product integration tools, scripting languages, networking systems and utilities
- Sound knowledge/passion in IT industry/products/solutions preferred
- Product Stewardship knowledge including familiarity with PPG Aerospace product codes, use of Document Manager, use of GPS Quick Reports for formula breakdown and analysis
- Experience in dealing with customers and suppliers by telephone and e-mail
- IT skills – Competent in the Loftware label system (including label design), Word, Excel and SharePoints
- Experience working in an administrative role

Thank you for taking your time to review my application.

Sincerely,

Ari Jacobs