

Product Administrator Cover Letter

7318 Greenholt Knolls North Efenfurt, DE 29153

Dear Frankie Goldner,

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

Previously, I was responsible for guidance to individuals regarding CAD/PDM/PLM software applications usage and functionality, suggested techniques, best practices and resolution to problems involving unexpected application behavior.

Please consider my experience and qualifications for this position:

- Experience with creating and adjusting fields and formulas, merging accounts, and the creation and maintenance of work-flows
- Experience with preparation and delivery of informal and formal presentations to own team, department, and other IT teams
- Experience with QA testing scenarios and test scripts for new products and enhancements
- Experience with development and maintenance of documentation for internal support and/or training
- Working experience on project teams
- Provides instruction and guidance to less senior team members on new tasks and assignments
- Communicates well orally and in writing
- Proficiency in MS Excel and Google Sheets

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

Sincerely,

Rory Howell