

# Project Administrator Cover Letter

4491 Rolfson Orchard Lake Jenna, DE 59482-5193

**Dear River Bayer,**

I would like to submit my application for the project administrator opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for oversight of construction work to ensure that the work is being constructed according to the specifications, company quality standards, project policies and designs.

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

- An existing or previously held Australian Government Security Clearance is desirable
- LuK Package software, including SAP, and data entry
- Prioritizing, multi-tasking
- Compile and perform weekly analysis of human capital reports
- Team Assistance – support the administrative requirements for the St Guys and St Thomas Project team Team
- Preparation of Board papers, meeting minutes
- Source and order equipment – site supplies
- Co-ordinate IT Requests

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

Sincerely,

Armani Stoltenberg