

Services Administrator Cover Letter

995 Trantow FlatArronmouth, RI 82427

Dear Marion Wisoky,

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

Previously, I was responsible for working knowledge of the principles, practices, standards, methods, and techniques of the Environmental Services field; usually interpreted as more than one (1) year of applicable experience.

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

- Diploma holder of related disciplines
- Proactive and detail orientated
- Proficiency in computer skill, including MS Word, Excel and Chinese word processing
- Client Services background
- Meticulous, well-organized, and self-motivated with positive working attitude
- Have HR administration or general administration experience
- Be competent using Microsoft Office Software
- Be able to communicate effectively with people from different backgrounds and at all levels of the Society

Thank you for your time and consideration.

Sincerely,

Lennon Bailey