

Services Administrator Cover Letter

1210 Arlie CourtsDachborough, VT 34464

Dear Skyler Feest,

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

Previously, I was responsible for guidance on creating and maintaining value for customers through better strategy and combining principles, practices and methods from other areas of the Service Lifecycle.

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:

- Requires methodical, critical review of systems
- Familiarity with file transfer protocol methods
- Purchase Card Program/Reconciliation/e-Procurement
- Certification from the National Association of Purchase Card Professionals, CPCP certification
- Experience in a Rides/Tech Services environment would be advantageous
- Proven track record in managing multiple projects and demands
- Experience in public speaking and facilitation of large organizational meetings
- Create and manage multiple spreadsheets and reports for the region

Thank you for considering me to become a member of your team.

Sincerely,

Frankie Wolff