

# Services Administrator Cover Letter

1380 Lashanda ViewsHalvorsonton, WY 60746-3379

**Dear Campbell Hintz,**

I am excited to be applying for the position of services administrator. Please accept this letter and the attached resume as my interest in this position.

In the previous role, I was responsible for direction to business unit HR Managers and business leaders in interpretation and application of employee-related policies, practices and procedures, as well as international laws if applicable, government regulations, and internal investigations to enhance consistency and maintain and improve the work environment of the facility.

Please consider my qualifications and experience:

- Be able to work accurately under time pressure
- Be able to coach employee and line managers on processes
- Identifies computer hardware and software needs of users and recommends cost efficient means for meeting those needs
- Coordinates, oversees and performs User Acceptance Testing for Citywide and department specific applications
- Participates in policy development and provides functional and technical assistance on the impact that new requirements will have on IT efforts
- Oversees the purchase, installation, and configuration of new hardware and software
- Designs, installs, configures, maintains and performs system integration testing of PC/server operating systems, related utilities and hardware
- Functions as System Administrator for a citywide application (e.g., Financial, Human Resources and Payroll applications) by overseeing application security, performing system configurations and modifications

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

Sincerely,