

SharePoint Administrator Cover Letter

708 Shelby Village North Lachellechester, NH 82122-7918

Dear Marion Schneider,

In response to your job posting for sharepoint administrator, I am including this letter and my resume for your review.

Previously, I was responsible for active Directory, GPO & Replication, Troubleshooting & Metrics, Citrix, Printer Management, Script Repositories, Password Management, SQL Server, etc.).

Please consider my experience and qualifications for this position:

- Experience and willingness to work in a collaborative team environment
- Experience with workflows and Nintex workflows preferred
- VBScript, HTML, CSS, JavaScript, LotusScript, jQuery, XML, SQL Server, Web Services, exception handling
- Developing and maintaining Web services and multi-threading
- Building and maintaining application using object oriented methodology
- Database (SQL Server, Oracle,) certification
- SharePoint end user experience including working with lists, folders, and documents
- Excellent verbal and written communication skills, experience with customer service

Thank you for taking your time to review my application.

Sincerely,

Jordan Prosacco