

# SharePoint Administrator Cover Letter

200 Annmarie GlensNew Danilo, CA 09765-8161

**Dear Tatum West,**

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

In my previous role, I was responsible for customer service by assessing performance problems and resolving issues in the areas of performance tuning, availability, integrity, recoverability and documentation.

Please consider my experience and qualifications for this position:

- Experience in Agile Methodology environment
- O365 Online
- Show enthusiasm, initiative, pride in work
- Applicants selected will require access to secure information
- Understanding of SharePoint structure
- Security + Certification (CE version)
- Solid understanding of client/server and Internet/Intranet technology
- Experience/understanding with commonweb technologies such as HTML, CSS and RSS

**Thank you for your time and consideration.**

Sincerely,

Oakley Adams