

# Site Administrator Cover Letter

19226 Parisian Grove Port Fannyside, LA 74448

**Dear River Runolfsson,**

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

In my previous role, I was responsible for a comprehensive secretarial service to relevant School Committees and Exam Boards, as directed by the School Manager.

Please consider my experience and qualifications for this position:

- Support team members within local office or within Canada Operations to develop, configure and maintain intranet pages and content on SharePoint
- Work with the local offices, Canada offices and global Digital Delivery Services team to develop, maintain, and standardize Knowledge libraries for various group requirements, to help process, tag, abstract, store and maintain the various guidelines, manuals, and workflow documents
- Develop and maintain an effective working relationships with key identified Groups, such as Digital Delivery Services (DDS) and Various IT groups
- Solid Knowledge and experience of using SharePoint or other intranet platforms would be advantageous (but is not essential) as training will be provided
- Good command of MS office applications (Word, PowerPoint, Excel, etc)
- Good social media knowledge, including platforms and tools
- Confidence to advise users in accordance with governance/best practice/ways of working
- Experience in structuring company Intranets and internal sites

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

Sincerely,

Tatum Schroeder