

Support & Admin Cover Letter

44954 Kathryn Causeway O'Reilly, MA 70828-1934

Dear Emerson Ward,

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

Previously, I was responsible for leadership in interpreting regulations as they apply to information systems, platforms, and IT operating processes, practices and procedures.

My experience is an excellent fit for the list of requirements in this job:

- May be exposed to unusual environmental conditions such as loud noises, cold temperatures
- New user administration
- Experience in performing administrative and clerical duties in support of organizational unit or program area where vacancy exists
- Experience in utilizing basic computer applications such as word processing programs
- Experience in using Access Database
- Experience of ERP system (Oracle preferable, SAP)
- Good experience in Inventory, Materials, Supply Chain, distribution and operational procedures
- Self-starter, Able to multi-task and work independently with minimum supervision

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Azariah Hoppe