

# Support & Admin Cover Letter

23077 Lucas GroveNorth Leonora, CT 39133

**Dear Shiloh Kihn,**

I would like to submit my application for the support & admin opening. Please accept this letter and the attached resume.

Previously, I was responsible for technical service and support for stores LAN/WAN network, switches, routers, and Voice-over Internet Protocol (VoIP) services.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Intermediate MS Office, internet research and web publishing skills
- Experience manipulating basic templates in Power Point and/or In Designed preferred
- Intermediate knowledge of Microsoft Excel, Word, Microsoft Outlook
- Requires experience in MS Office (Word, Excel, and Outlook)
- Requires experience in an accounting or office environment
- Prior Billing/Invoicing, A/R, A/P, or Purchasing experience preferred
- Requires strong attention to detail and organizational skills
- Having good skills with Excel

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

Sincerely,

Story Mohr