

# Support & Admin Cover Letter

1705 Jarvis AvenueKubburgh, AR 17887-5725

**Dear Frankie Kovacek,**

Please consider me for the support & admin opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for management, leadership and direction in the continued development and education of the Systems Analyst and the members of the PC/LAN Analyst teams responsible for technology support in Alabama and Mississippi.

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:

- Accuracy and timeliness of information and actions
- Initiative and creativity in gathering information and data and providing support
- Proactivity in initiating work
- A positive, proactive, and diplomatic nature is highly advantageous
- Experience using practice management software to register & schedule patients
- Demonstrated competency using practice management and business software applications with mastery level skill in Excel
- Works well independently with strong analytical, critical thinking, and verbal and written communication skills
- Demonstrates skill in development, interpretation, and presentation of comprehensive reports

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

Sincerely,