

System Admin Cover Letter

1237 Danna Square North Carlenefurt, AL 61484

Dear Dallas Boyle,

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

In the previous role, I was responsible for administration support of the virtualization technologies employed at MasterCard.

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:

- Strong knowledge with ITIL (Information Technology Infrastructure Library)
- Demonstrated program and project management skill
- Recognizes the need for occasional deviation from accepted practice
- Strong customer services abilities and experience
- Excellent communication skills with strong phone etiquette
- Detail oriented, capable of balancing multiple tasks at once and have a strong follow-up work ethic
- Able to keep up with a fast paced work environment demanding customers
- Quick learner to company tools and processes

Thank you for taking your time to review my application.

Sincerely,

Indigo Jenkins