

# Team Services Cover Letter

88496 Erdman FortNew Jodie, MI 62754

**Dear Lennon Schroeder,**

I submit this application to express my sincere interest in the team services position.

In my previous role, I was responsible for support for employees interacting with Human Resources systems including navigational questions, basic system issue resolution (e.g., self-service), and escalation as applicable.

Please consider my qualifications and experience:

- Demonstrated experience leading others through change willingness to pitch in to help the team achieve goals
- Good command in MS Office (Word, Excel, PowerPoint)
- Coordinates and monitors all procedures and function of their department
- Take client calls and satisfy client requests
- Fluent in English and Mandarin (an additional language would be an advantage)
- Previous team lead, manager, or project manager experience preferred
- Experience of co-ordinating IT projects would be advantageous
- Experience of multiple Vendor Management/3rd Party suppliers would be advantageous

**Thank you for taking your time to review my application.**

Sincerely,

Armani Marquardt