

# Team Services Cover Letter

64760 Wallace SquaresPort Asafurt, FL 66605

**Dear Zion Bernhard,**

Please consider me for the team services opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for guidance to the Trust Officers with the tracing of beneficiaries via Central Information System, Information Tracing System and /or Tracing Agencies (where applicable).

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:

- Experience working in a regional or global organisation with senior management
- Excellent Microsoft office skills are essential, including Outlook, Word, Excel (including VLOOKUP, pivot tables and formulas) and PowerPoint
- Experience working with numbers in basic budget and accounting
- Proven track record of strong business, and organisational skills
- Technically minded with high level of computer literacy
- Aptitude to take direction
- Experience managing exempt employees with direct reports is highly preferred
- Understanding of data center electrical infrastructure in support of generator maintenance

**Thank you for considering me to become a member of your team.**

Sincerely,

Shiloh Shanahan