

Website Administrator Cover Letter

60277 Quitzon AlleyPort Karlynhaven, AL 32382-3188

Dear Landry Goyette,

I am excited to be applying for the position of website administrator. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for support as a database administration (preferably with SQL Server) working on problems of diverse scope and complexity.

Please consider my qualifications and experience:

- Proficiency with MS Office, specifically MS Excel, Windows and Mac OS, HTML, and similar email tools and applications
- Demonstrated experience in a similar Content Management role with coding in HTML and CSS
- Strong organizational and time-management skills and a delivery focus
- Excellent writing and organization skills – writing samples will be requested
- Preferred to have ServiceNow knowledge
- UI/UX design HTML
- Experience using Microsoft Office and Outlook is preferred
- Content Management System (CMS) experience is preferred

Thank you for taking your time to review my application.

Sincerely,

Reese Fadel