

Website Administrator Cover Letter

17425 Konopelski Extension Lake Lukeberg, AR 67022

Dear Haven Lowe,

In response to your job posting for website administrator, I am including this letter and my resume for your review.

In the previous role, I was responsible for top level support to all Lennar Divisions and Customers through Service Now, email and telephone support.

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 with trouble shooting capabilities involving client side windows based hardware, software, network, and security limitations
- Strong understanding of TCP/IP, AS2, SMTP, SSL, SSH, HTTPS, OpenSSL, LDAP, SFTP, DNS protocols
- Strong background in customer support and stakeholder communication
- Comfortable with engaging with site customers under minimal supervision
- Knowledgeable of SPAWAR PMWs and system business processes to understand customer needs and support content management
- Strong comprehension of financial regulatory processes policies and procedures
- Well-versed in the use of technology to solve business problems
- Experience working with a web CMS or site development tools (such as Adobe Experience Manager, WordPress, Sitecore)

I really appreciate you taking the time to review my application for the position of website administrator.

Sincerely,

Parker Bergnaum