

Your First and Last Name
Your Mailing Address
City, ST Zip Code
email address
Phone #

Current Date

Mr./Mrs./Dr. First name Last name
Company Name
Company Address
City, ST Zip Code

Dear Mr. Last name:

I heard through word of mouth that (name of company) is seeking an IT specialist to handle your network and technical equipment needs and I can offer you three years of experience performing various network issues, technical equipment maintenance, as well general troubleshooting on both Mac and PC computers and printers.

I am an ideal candidate who is highly motivated and who is comfortable working with minimal supervision or in a team situation. I possess strong interpersonal communication skills and can relate technical terms to all users at various levels. As you can see from my resume, my experience as an IT support specialist at Battelle, Lockheed Martin Services, and Columbia Basin College required a familiarity of working with network environments and my performance included testing, troubleshooting and maintaining computers and printers. I also supported network users on numerous software applications both onsite and offsite.

My in-depth technical knowledge of computers, networks, office systems performance, and troubleshooting resolution will bring a focus on quality and ease of use to your company's system and users. Furthermore, I am a self-starter who keeps up with the newest innovations and upgrades on both hardware and software solutions/developments that may align with your company's needs.

I am sure my services and expertise will be useful to you and your consideration of my application will be greatly appreciated. I can be reached at soandso@myemail.com if you need to contact me to further discuss an opportunity for an interview.

Sincerely,

First Name and Last Name