MY INFO HERE

February 12, 2013

Dear :

I am writing to explore the possibility of pursuing an associate’s position at COMPANY. Currently, I am a supervisor in a pilot program which DOES SPECIFIC COOL STUFF THAT WOULD IDENTIFY ME. In this position, I have been working towards complete integration; through the training of new sales and technical agents, I hope to embody the same sense of passion and excellence that is expected of the COMPANY brand, regardless of location.   
  
My passion for Information Technology has only been magnified through the lens of experience.  Because convolution and difficulty often give rise to the most creative solutions, I particularly enjoy the troubleshooting process for unexpected technical problems. For clients, engineering a fix isn’t always about the perfect solution to a problem they have struggled to resolve. Through this, I have gained experience in diagnosing and repairing Microsoft Windows and Apple OS X operating systems, Microsoft Office, networking issues, removing viruses, utilizing a work order queue, and setting up new systems. I also have some experience with programming in C++, Visual Basic.NET, and Java from my collegiate studies.  
  
With two years in professional technology support and several years freelancing, I can offer your company my flexible technical expertise and excellent customer service skills. My work and training experience, along with my ability to quickly learn new processes and ensure high quality performance, ensures that the training I receive will quickly make me a more effective member of your team. In addition, I am planning on moving to the Bay area as soon as I can, so please do not consider my current location as a detriment from what I can offer.   
  
Enclosed is a copy of my resume for your review. I will call next week to see when we might get together. In the meantime, I thank you for your consideration. I look forward to speaking with you.

Sincerely,  
  
ME  
  
  
Enclosure