

Morgan Beadnell  
Rochester, NY 14420  
(585) 555-1234  
mbeadnell@email

Date Here

Martin Nelson  
Director of IT  
Company Name

Dear Mr. Nelson:

Upon review of your posting for an IT Technician, I quickly decided to submit my resume for your consideration. With my experience in IT systems, implementations, and troubleshooting throughout my professional background, as well as my proven talents in project management and user support, I feel confident that I would significantly benefit your company in this capacity.

My dynamic background has prepared me to excel in this hands-on IT role. With extensive knowledge in a variety of systems, platforms, and applications, my technical and leadership abilities position me ready to thrive in this challenging and energizing role. Additionally, my demonstrated skills in team collaboration and leadership will allow me to become an immediate asset to your team.

A few highlights of my background include.

- Achieving my Bachelor's degree in Information Technology from SUNY Brockport.
- Demonstrating a keen aptitude for technology programs and solutions.
- Experience in an IT support role with Madison Manufacturing, documenting/resolving help desk tickets, installing/repairing/upgrading equipment, and peripherals, and creating mailboxes and accounts while ensuring optimal system functionality and minimizing downtime.
- Equipping users with the training and knowledge to utilize technological programs and tools to their maximum potential.
- Achieving extensive knowledge in equipment operation, systems support, and logistical oversight to facilitate organizational success.
- Demonstrating superior organizational, analytical, problem-solving, and communication abilities.

With my strong experience in IT system/equipment functionalities and support, coupled with my impressive array of technical proficiencies, I believe I could quickly exceed your expectations as your next IT Technician. I look forward to discussing the position in further detail. Thank you for your consideration.

Sincerely,  
Your Name