
[REDACTED]

[REDACTED]

April 3, 2018

To whom it may concern,

I am writing to express interest in the available IT Systems Support Professional II position within the [REDACTED] department. As the sole local support technologist on three campuses I am the first, and often only, line of contact for roughly 200 staff members and 1500 students. It is my responsibility to see to it that each individual user's needs are met and that they are provided the tools and support to succeed in their individual missions. I am tasked with ensuring that administrators have the resources to lead, teachers have the resources to educate, and students have the resources to learn.

As my attached resume shows, I have hands-on experience in enhancing the teaching and learning process through effective use of reliable technology. My most recent education and work experience have provided me with the skills, knowledge, and expertise to support many aspects of technology deployment from networking, connectivity, device and software utilization, user training and support, and troubleshooting issues. My previous work experience and educational history demonstrate my ability to research and self-initiate problem-solving techniques, self-manage my work for several weeks at a time, and appropriately and effectively serve the general public.

As a graduate of [REDACTED] University, I am enthusiastic about the possibility of returning to my alma mater to serve the faculty and students in a new and different role. As a proud graduate of [REDACTED], I would welcome the opportunity showcase the University's success in shaping me into the productive, educated, successful person I am today.

I have attached my resume for your review, and I look forward to speaking with you further regarding the position.

Sincerely,
[REDACTED]