

THIS IS COVER LETTER WRITTEN BY JOE CONNOR THAT RESULTED IN INTERVIEWS FOR CLIENT, SL. ONLY THE CLIENTS NAME, PERSONAL CONTACT INFORMATION AND COMPANY TITLE AND JOB TITLE HAVE MODIFIED FOR PRIVACY. PROSPECTIVE CUSTOMERS INTERESTED IN SPEAKING WITH THIS CLIENT, PLEASE EMAIL JOE CONNOR.

SL

Address, City, State Zip ~ (XXX) XXX-XXXX ~ client_email@yahoo.com

Dear Mr./Ms. Hiring Manager:

This letter is to express my strong interest in bringing my proven track record of working well under pressure providing technical support to end users and helping improve productivity to your organization in the role of JOB TITLE (enter JOB TITLE here). As my attached resume indicates, I am a personable and proactive IT Systems Administrator/Computer Operations Specialist with solid communications skills and the ability to train others on troubleshooting. Among reasons I would be an immediate asset to your organization:

- Problem solver experienced in leading technical support, handling all help desk ticket requests;
- Managed Active Directory and domain controller user's accounts under Windows 2003 server, implementing GPO security policy objects for all Active Directory OU (Organizational Unit);
- Successfully deployed, created and managed on-demand customer relations management software (SugarCRM) on Windows 2003 server to enable access to inter-office email and shared Internet services;
- Installed a new Peachtree Quantum Windows 2003 Dell server, including setting up Peachtree 2009 accounting software for up to 10 users, which enabled employees to share data and improved productivity;
- Manually built up to five PC-based DVR systems per day based on the customers' hardware preference, including the motherboard, as well as installing the hard drive and operating system.

I am experienced with Microsoft Systems, having also earned the following certifications from the Oxford Institute of Technology in Tarzana: Microsoft Certified Professional (MCP); Microsoft Certified Technology Specialist (MCTS); Microsoft Certified Professional Administrator (MCSA); and Microsoft Certified Professional Engineer (MCSE).

FOLLOWING UP (Use this as last paragraph if you are going to follow up by telephone)

I would be an immediate and long-term asset to your organization and will be calling you within the following week to schedule an interview. Until then, should you have any questions, I can be reached at the number listed below or via email.

OR...

NOT FOLLOWING UP (Use this as last paragraph if "No phone calls please" noted in an advertisement)

I would be an immediate and long-term asset to your organization. Should you have any questions, I can be reached at the number listed below or via email. I would welcome an interview.

Sincerely,

CLIENT NAME
(XXX) XXX-XXXX

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