

Dear Oxford,

I am writing to express my interest in the IT Services Coordinator position at Oxford. In addition to a lifetime of IT passion and exposure: I currently hold a CompTIA A+ certification, and have four years of relevant professional experience. I have a proven track record in hands-on project management and technical support, and am excited about the prospect of contributing to your world-class team.

Why Me?

- Extensive experience in technical project management: from hands-on installations, to vendor and contractor management. I also have experience in financial reporting and industry-specific compliance factors.
- I have significant experience supporting teams after hours, or in an on-call capacity. I appreciate when deliverables are essential, and I am calm when things go wrong.
- I am comfortable working on teams that are cross-functional, as well as supporting other teams across a range of departments. I am well-spoken, and a strong representative for my team at all times.
- Although I am a great team player, I am also effective when working independently. I have a track-record of taking initiative to discover and resolve issues beyond a previously defined scope.

Key Attributes:

- **Strong professional IT foundations.** I have a solid baseline understanding of how digital systems work and interface together. I understand business workflows from tickets to documentation. From individual components, to complex networks, I see the big picture.
- **I'm a people person.** Although I love technology, I understand a businesses' greatest attribute is its people. I understand that one of the most important traits of an IT professional is to be an effective communicator and collaborator.
- **A lifelong passion for IT.** I built my first PC at 15 and have been hooked ever since. I have a deep curiosity for building, tinkering, breaking, and fixing all types of hardware and software.
- Strong fundamental technical skills beyond IT. I know a bit about electrical, HVAC, and AV systems. I like working on cars, drones, and vintage electronics. **I own a lot of tools, and I love using them.**

Why Oxford?

My personal interests crossover around the points of: real estate, asset management, and the future of physical spaces. Your team and platform appear to be world-class, and aligned with my skills and professional aspirations.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Ben Taylor

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