

Mary Nicolette G. Tan

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Jane Smith
Director, Human Resources
ABC Corporation
456 International Ave.,
Angels City, CA 47856

Dear Ms. Smith,

I am interested in the IT department assistant position in ABD Corporation, as advertised on LinkedIn. I am currently employed at The Westin Bayshore as a phone operator and currently studying Computer Systems Technology at Vancouver Community College. I believe that this corporation will be the best place to incorporate my skills and experience working in this environment.

As a student, I have developed strong communication and teamwork skills. For example, during group project one of my main duties are documentations. This duty requires communication towards all members, writing and editing skills, and an ability to understand information technology terminologies.

During my schooling, I learned that eye to detail is important in this field. The smallest of detail can cause an effect on the system or code. Patience is also a factor because not every time one can come up with a working system or code in a second.

I am confident that with my education and experience I can qualify for consideration. If you would like, I can provide you sample of my work. I have also attached my resume. I look forward to meeting with your and discussing my qualifications in more details.

Sincerely,


Mary Nicolette Tan
Applicant