Charlie Mizer
July 9th, 2023

Dear Hiring Manager,

I am writing to express my interest in the IT Technician position at Erewhon! With a strong technical background, as well as an education in the technical world and a passion for providing exceptional IT support, I am confident that I can contribute to the company and help grow its success!

The responsibilities outlined in the job description align perfectly with my skill set and experience. I have knowledge of a wide range of IT infrastructure, including network devices, laptops, mobile devices (Apple and Android), and desktops. I am well-versed in troubleshooting issues, deploying and maintaining software applications, and ensuring quick repairs on any problem that may arise. Additionally, I am familiar with supporting users through various channels such as chat, web, email, and phone.

Furthermore, I am adaptable and can work flexible hours, including on-site visits during non-business hours and providing on-call support as scheduled. I am committed to continuously learning and keeping up with industry-specific technology advancements, which excites me to offer innovative solutions and guidance for others to help IT understandings.
In terms of qualifications, I bring a college education in the fields of Computer Science and Mathematics, demonstrating my dedication, reliability, and strong work ethic. While my technical experience is not extensive, I have a solid foundation in troubleshooting and problem-solving from the years of debugging code and other computer related problems as they arose. I am an excellent communicator and can follow instructions meticulously, ensuring tasks are completed accurately and efficiently. I am also physically capable of lifting and carrying equipment as required.

Although I do not currently hold any IT certifications, I am eager to expand my knowledge and skills in this field and are currently studying to take the IT certification exams! I have a good understanding of Microsoft Windows desktop and MS Office, and I am proficient in utilizing Google Workspace and Google Drive. Additionally, I possess a working knowledge of networking concepts, including IP addressing and basic network diagnostic tools.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications further and demonstrate my enthusiasm for this role in an interview!

Sincerely,

Charlie Mizer