

Mr. G Chiley.
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The Resource Management.
LME

22nd February 2022.

Dear Sir/Madam,

SUBJECT: APPLYING FOR THE POSITION OF IT TECHNICIAN

I wish to apply for the position of IT Technician in your organization because I would like to contribute my skills and knowledge to the already excellent work being done by your organization.

I completed my bachelor of science degree in Information Technology with a class of merit from Zambia Catholic University, I have skills in Data collection and Data entry, Web development, System administration with windows and Linux operating systems, relational database design and management using SQL and graphically, IT Support and basic computer maintenance and repair.

I have 2 years of professional experience as an IT Technician with Innovative Dynamics Ltd while working there I contributed my skills and knowledge by providing services in the following duties:

- Basic computer maintenance which was ensuring that clients/users' software was updated.
- Server management and maintenance, this was ensuring that the servers at the client's data centers are up to date and dust-free.
- Database management
- Basic LAN network management and laying and crimping of network cables.
- IT Support and Administration this comprised of ensuring that users IT assistance needs were met.

I believe if I am allowed to work for LME, I can be a valuable employee. I will contribute to the excellence of the organization because I am an excellent team player, I am a good problem solver, I pay attention to detail, I have excellent communication skills, I am patient, I am an active listener, I have good interpersonal skills, I am a willing and quick learner who easily adapts to changing environments and flexible. I also believe that if I am awarded the chance to work for a company like LME, the opportunity will help me nurture my skills and attain new ones as well.

I am seeking a challenging but rewarding position which is why I am naturally drawn to this exciting opportunity.

For your reference kindly see the attached Curriculum Vitae.

Yours Sincerely
George A.M Chiley