Dear [Hiring Manager],

I am excited to apply for the [Position Name] at [Company Name]. With certifications in CompTIA Security+ CE and as an Extron Certified A/V Associate, I bring both technical expertise and a commitment to delivering exceptional service. My skills using MS Word, and MS Excel etc combined with my passion for customer satisfaction, make me confident that I would be a valuable addition to your team.

I am a fast learner, a hard worker, and fully dedicated to providing efficient service to consumers. My experience working with both customers and computers has equipped me with the ability to troubleshoot technical issues while maintaining a friendly, professional demeanor. I enjoy collaborating with others and always strive to represent the company in the best light through my professionalism and positive attitude.

I would welcome the opportunity to contribute my skills and enthusiasm to your team. Please find my resume attached for your review, and I would be grateful for the chance to further discuss how I can support the success of your organization.

Thank you for your time and consideration.

Sincerely,  
Gasenia Caraballo  
786-608-2421