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Hiring Manager

My Company

Dear Hiring Manager,

Thank you for the opportunity to apply for the IT Manager role at your company. After reviewing your job description, its clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectation am an efficient college student (Computer Science), currently attending Kisumu National Polytechnic. During the course of my academic career, I also managed to accrue nearly 2 years of work experience. I had the privilege of working for Moi University in a Computer Technician Role in my free time, where I learned valuable professional skills such as;

1. Networking
2. Web Design
3. Mobile Phone Technology
4. Computer Hardware and Software Maintenance
5. Object oriented and Machine Learning Programming
6. Virtualization and database Technology
7. Enterprise Resource Project (ERP) – Microsoft Dynamics Nav

In both my academic and professional life, I have been consistently praised as adaptable by my professors and peers. Whether working on academic, extracurricular, or professional projects, I apply proven critical thinking, communication, teamwork and technical skills, which I hope to leverage into the IT Manager role at your company.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborate on ho specific skills and abilities will benefit your organization. Please contact me at +254793380478 or via email at joelodak07@gmail.com to arrange for a convenient meeting time. During our meeting I will be happy to explain in detail the work experience gap on my resume, at which time.

Thank you for your consideration, and I look forward to hearing from you soon

Sincerely,

Joel Odak