

March 3, 2025

CoreTech 1711 Destiny Lane Bowling Green, KY 42103

Dear Hiring Manager,

I am excited to apply for the IT Specialist position at CoreTech. As a dedicated student pursuing a degree in Computer Information Technology (CIT) while working full-time, I have developed strong technical skills, time management, and determination that I am eager to bring to your team.

Balancing full-time work and school has strengthened my ability to problem-solve under pressure and adapt quickly to challenges. My coursework in CIT has provided me with hands-on experience in computer networking, system administration, and troubleshooting software and hardware issues. I am proficient in Microsoft Office applications and have a foundational understanding of managing networks, firewalls, and IT security best practices.

My strengths include:

Strong work ethic and ability to manage multiple responsibilities effectively.

Knowledge of computer networking, system maintenance, and troubleshooting.

Proficiency in Microsoft Office Suite and familiarity with IT support tools.

I am eager to apply my education, dedication, and problem-solving abilities to a dynamic IT environment. I welcome the opportunity to discuss how my skills and determination can contribute to CoreTech's success. Please feel free to contact me to schedule an interview at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

Kamden Coursey