Dear Hiring Manager,

I am enthusiastic about the IT Support Officer role at [Company Name]. With my Information Technology background and a strong project management track record, I believe I am a perfect fit for your team.

In terms of IT and Cyber Security Literacy, I recently completed a Diploma in Information Technology and a Certificate IV in IT, gaining proficiency in ASP.NET Core, REST APIs, and database management. I excel in sourcing and implementing technology to meet business needs.

My coursework included Project Management principles, and I have experience collaborating with diverse teams, consistently delivering projects on time and within scope.

In the realm of communication, my background in customer service and technical support refined my ability to convey complex technical information in a user-friendly manner, facilitating effective communication across technical and non-technical teams.

My adaptable and enthusiastic nature equips me to thrive in dynamic environments. I'm eager to develop my emotional intelligence further.

My experience as a Kitchen Manager honed my time management and task prioritization skills. I'm confident in my ability to meet deadlines efficiently, which can be seamlessly transferred to any role.

I am excited about the opportunity to contribute to [Company Name]'s success. I look forward to discussing my qualifications further in an interview.

Thank you for considering my application. Please find my resume attached, and I'm ready to provide references upon request.

Sincerely,

Jun Zhou