**Jun Zhou**

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**Australia Citizen**

**Australia Full Driver License， Work with Vulnerable People Card**

Dear Hiring Department,

I am writing to express my interest in the ICT Service Desk Trainee (AV) position at Canberra Girls Grammar School (CGGS) as advertised. With a strong background in system administration and a passion for technology support, I am confident in my ability to contribute to CGGS and fulfill the required duties of the role.

In my recent role in system administration, I played a pivotal role in providing comprehensive support to both staff and customers. This encompassed managing diverse responsibilities in technology support, IT helpdesk, account management, and device installation and configuration. Moreover, as a professional in Office suites and related products, I efficiently utilized these tools to enhance productivity and streamline processes. The multifaceted nature of this experience garnered positive feedback from end-users and finely tuned my skills in IT helpdesk administration. This background aligns seamlessly with the requirements of the ICT Service Desk Trainee (AV) position at CGGS.

The values of integrity, courage, respect, and inclusion upheld by CGGS resonate perfectly with my own principles. I am excited about the prospect of contributing to such a dynamic and esteemed institution that places a high value on these essential qualities.

My adaptable nature, attention to detail, and commitment to fostering a positive and collaborative work environment make me a strong candidate for the ICT Service Desk at CGGS. I am eager to bring my skills in to contribute to the school's continued success and uphold its commitment to excellence.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of CGGS. Please find my resume attached for your reference.

Sincerely,

Jun Zhou