

Cover Letter

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Dear Hiring Manager,

It is a pleasure to be applying for Information services Technical Assistant position at UMKC. As a highly observant person with a passion and understanding for the needs of others, I am excited at the idea of serving the team at UMKC.

I am holder of a bachelor's degree in Information technology from the RVR & JC College (Acharya Nagarjuna University) where I was among the top 5% of students with the best academic results. Moreover, I pro-actively participated in lab assistant and other technical related activities at my department.

Having worked as a laboratory assistant for over two years, I am also skilled in performing any duties performed with the role. To be more specific, I excel at maintaining and managing various lab equipment and tools. I have full of knowledge on printers, scanners and computer related issues.

I have the ability to provide the technical assistance needed to help keep your work running smoothly and efficiently. I have the verbal skills needed to answer phone calls and assist customers with their questions or concerns, which will help ensure university is providing excellent customer service. I can also take messages and redirect calls to the right department when needed.

I have outstanding interpersonal skills so I can deal with customers directly to handle their technical issues. I have the technical skills to assist the technicians in running tests, troubleshooting and making repairs.

I have the ability to work well with a team or independently and I have excellent time management skills. As a result, I can work on more than one project at a time and still maintain efficiency. I also have the ability to notice even the smallest details and to use good judgment when making decision to benefit the university.

I stay updated on all of the latest technical developments and I can adhere to all university policies and standards. I hope to have the chance to share my knowledge and skills with your technical team. I am sure that I can be a great asset to the university.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for computers and technology. Please review my attached resume for additional details regarding my expertise and abilities.

Thank you for your time and consideration.

Sincerely,
Anusha N