

Job Ad

Job Title: Network Help Desk Support Technician

Employer: Delta Health Management Organization

Job Description:

- Must be able to provide level 2 and 3 support for internal staff, do network troubleshooting and follow instructions from the network engineer.
- Must understand regulations and take part in training sessions to learn Delta's network setup.
- The right candidate is reliable, hardworking, detail oriented and a fast learner.

This job is full-time, five days per week and includes night shifts and some weekends.

Education:

High school diploma, MCSA certification, familiar with Windows Server 2008. Applicants who have completed a six-month internship are preferred.

Additional Requirements:

Preference will be given to candidates who can train end users.

Cover Letter

To: Mr. Johnson
From: Silvia Alvarez
Subject: Job Application

Dear Mr. Johnson,

In reply to your online ad, reference number PHT 6543N, please find attached my resume and contact details. I am applying for the position of network technician. I am certified as a network technician. I have MCSA certification from Microsoft.

I have three years of experience working in a large office.

I am available to come for an interview any time. I will be happy to bring letters of recommendation with me.

Sincerely,
 Silvia Alvarez

WRITING A COVER LETTER

Name: _____

Parts of a Cover Letter

PART	POSSIBLE SENTENCES
GREETING	<ul style="list-style-type: none"> • Dear [name of person], • To Whom It May Concern,
PARAGRAPH 1: Describe the position and say how you found out about it.	<ul style="list-style-type: none"> • I am applying for the position of • I would like to apply for the position of • I am writing to apply for the job of • I am writing regarding the position of
	<ul style="list-style-type: none"> • I saw your ad on your website. • I saw your ad in [name of newspaper]. • The position was listed on [name of website]. • [Name of person] in [name of department] told me about the opening.
PARAGRAPH 2: Talk about your work experience, education, and qualifications.	<ul style="list-style-type: none"> • I have over [number] years of experience as a [position]. • I have worked as a [position] since [year]. • For the last [number] years, I have been a/an [position] at [workplace]. • In my last job, I was a/an [position] at [workplace].
	<ul style="list-style-type: none"> • I have a degree in [field / profession] from [name of school]. • I have successfully completed a course in [field / profession] at [name of school]. • I have completed a training program at [name of school]. • I am an experienced network technician. • I received my [type of certification] last year.
PARAGRAPH 3: Describe why you are the best person for the job.	<ul style="list-style-type: none"> • I am reliable, honest, and self-motivated. • I have excellent communication skills and I'm very organized. • I am a fast learner and very motivated. • As you will see from my resume, I have a lot of experience.
PARAGRAPH 4: List your attachments, ask for an interview, and thank the person you're writing to.	<ul style="list-style-type: none"> • Please find attached a copy of my resume. • I have attached my resume and references. • Attached please find my resume. • I am attaching a copy of my resume.
	<ul style="list-style-type: none"> • I am available to come in for an interview at your convenience. • I would be happy to meet you and discuss my qualifications in person.
	<ul style="list-style-type: none"> • Thank you for considering my request. • I'm looking forward to your reply.
CLOSING	<ul style="list-style-type: none"> • Sincerely, • Respectfully yours, • Yours truly,
SIGNATURE	
CONTACT DETAILS	<ul style="list-style-type: none"> • Phone: • Cell Phone: • E-mail:

WRITING A COVER LETTER

Name: _____

Write a Cover Letter

Now create your own cover letter.

GREETING

PARAGRAPH 1:

Describe the position and say how you found out about it.

PARAGRAPH 2:

Talk about your work experience, education, and qualifications.

PARAGRAPH 3:

Describe why you are the best person for the job.

PARAGRAPH 4:

List your attachments, ask for an interview, and thank the person you're writing to.

CLOSING

SIGNATURE

CONTACT DETAILS

To:
From:
Subject:
Attachments: