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Dear Hiring Manager

I am writing this letter to you regarding the IT Technician that has recently opened up in your company. I came across this position through Email and was pleasantly surprised to find that I have all the required qualifications for this job.

My educational background includes a B. Tech in Electronics and Communication Engineering from Guru Gobind Singh Indraprastha University(Delhi,INDIA) and a Diploma in Electronics and Communication Engineering from Guru Nanak Dev Institute of Technology(Delhi,INDIA).

I have also pursued relevant certifications, including the Google IT Support Professional Certificate, Operating Systems and You: Becoming a Power User Certificate, and Linux System Administration with IBM Power Systems Certificate.

In my previous role at Alobha Technologies Pvt. Ltd., I played a pivotal role as a System Administrator and IT Executive, where I provided essential IT support to over 80+ users, particularly for a IT services providing company. My responsibilities encompassed system administration, system performance monitoring, and efficient troubleshooting for hardware, software, and network-related issues.

During my internship at DCMA Technologies Pvt. Ltd., I further honed my skills in ensuring network, system, and data availability. My contributions included managing the installation and configuration of new network devices, implementing improved documentation and inventory processes, and providing technical support to over 30+ users with a focus on increasing satisfaction rates and reducing resolution times.

I am confident that my technical skills, project collaboration experience, and commitment to delivering efficient IT support make me a strong fit for your team. I look forward to the opportunity to contribute to the continued success of your organization.

Thank you for considering my application. I am excited about the possibility of discussing how my skills align with your needs in greater detail.

Sincerely,

Parveen Kumar Singh