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February 28, 2024  
[Name of business]  
[location]

RE: Teamlead, Manager, HR  
Dear reader,

As an upcoming graduate from Lake Superior College with an A.S in Cybersecurity and Network Administration, I am extremely interested in the [insert title and business name] posted on linkedin. After reviewing the key qualifications for this role, I am confident that I am well-prepared to be a valuable contributor to company growth and success.

Throughout my academic journey, I applied a strong focus on building my technical skills in networking /server infrastructure, computer risk assessment/management and end user support skills. I am detail-oriented and meticulous when managing competing priorities within tight deadlines. I work best in roles where utilizing complex networking systems/servers allows me to make a positive impact while using creative problem-solving to resolve issues and achieve goals.

My academic strengths have greatly contributed to the development of my communication, critical thinking and problem-solving skills. I bring clear, supportive, and effective communication to build professional connections with co-workers, management and end users. I would welcome the opportunity to further discuss the details of my experience and attributes which I believe will be an asset to the [insert company name here ]. Please review my attached resume for additional insight into my background. Thank you for your time and consideration.

Sincerely, Patrick Mitchell