# Cover Letter

15 February 2025

Hiring Manager  
Human Resources Department  
XYZ Tech Solutions  
Johannesburg, South Africa

Dear Hiring Manager,

I am writing to express my interest in the IT Support Intern position at XYZ Tech Solutions. As a recent Bachelor of Commerce in Information Systems graduate from the University of Johannesburg, I am eager to apply my technical knowledge and problem-solving skills in a professional setting.

During my internship at Standard Bank South Africa, I provided IT support to employees, assisted with troubleshooting software and hardware issues, and contributed to database maintenance. My coursework and practical experience have equipped me with strong programming skills in Java and Python, as well as proficiency in Microsoft Office and SQL database management. I am passionate about technology and enjoy finding innovative solutions to technical challenges.

What excites me about XYZ Tech Solutions is your commitment to digital transformation and innovation. I am eager to contribute to your team and continue learning in a dynamic work environment. I believe my problem-solving abilities, attention to detail, and adaptability make me a great fit for this role.

I would appreciate the opportunity to discuss my application further. Please find my CV attached for your review. I am available at your convenience for an interview and can be reached at johndoe@email.com or +27 72 345 6789. Thank you for your time and consideration.

Sincerely,  
  
John Doe