February 16, 2016

510 E. Memorial Rd, Suite C2

Oklahoma City, OK 73114

405-286-1674

Dear Hiring Manager,

I was thrilled to see that you are hiring for Customer Support at OrionNet Systems LLC. I am an Information Technology student that will be graduating from the University of North Texas on May 14th 2016. I have been a Business Systems Intern with Lehigh Hanson’s IT department since June 2015. Your job posting states that you are in need of an individual with excellent technical knowledge and communication skills which describes me exactly.

While pursuing a Bachelor’s Degree in Information Technology from the University of North Texas, I obtained a certification in security. This allowed me to develop skills in computer security, networking, project management, and computer hardware. This knowledge has provided me with an excellent ability to navigate in Windows and Linux operating systems and troubleshoot any hardware or software issue.

During the start of my internship, I worked with the Kronos application support team for several months where I learned a great deal about time and attendance. I was responsible for streamlining a convoluted process for ticket handling and troubleshooting customer problems. Once my internship was extended I was moved to Country Operations and PMO where I have been working on various projects relating to networking, security, computer hardware and troubleshooting. These projects include:

* Performing Capacity Analysis of several application servers to ensure stability
* Managing server firewalls
* Configure users in Active Directory for controlled access
* Troubleshooting LAN/WAN networks at various plant locations across North America

I will be continuing my internship through May 2016 where I will be further strengthening my technical expertise. I really appreciate you taking the time to read this letter, if given the opportunity I would love to meet with you and further discuss the prospect of me working for OrionNet Systems LLC. I have attached my resume highlighting my academic and professional skills and look forward to hearing back from you.

Sincerely,

Corbin Watkins