

Dear Latitude Inc. Hiring Team,

I am writing to express my interest in the position of IT Project Support at your company. With my experience as a Licensed Sr. Field Insurance Underwriter and my strong passion for technology, I am confident that I have the skills and qualifications necessary to excel in this role.

As you will see from my attached resume, I have a very diverse background. My current role as a Journeyman Electrician at IBEW LU 82 allows me to continue developing strong technical skills with customers and related projects. In my previous role as a Licensed Sr. Field Insurance Underwriter at Equis Financial, I have honed my interpersonal skills and have a proven track record of effectively communicating with clients and coordinating meetings. These experiences have also allowed me to become extremely detail-oriented and organized, which I believe are crucial qualities for an IT Project Support Specialist.

In addition, I have experience in project management and coordination. I am confident that my experience in collaborating with cross-functional teams and tracking project progress will make me an asset to your team. I also have experience in maintaining project documentation and preparing reports.

One of my biggest achievements, while working at Equis Financial, was increasing client satisfaction by 15% through streamlining processes and improving communication. This experience has taught me the importance of continuously seeking ways to improve and optimize processes, which I believe will be beneficial in this position at Latitude Inc.

I am excited about the opportunity to join your team and contribute my skills and knowledge to help drive the success of your IT projects. Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,

Tyler Baxter

Tyler Baxter

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Information Technology Support

Friendly and dependable customer service professional with over 2 years of experience. Well versed in administrative duties, problem-solving, planning, and time management. Experienced with working in fast-paced environments and working directly with a diverse range of clients. Knowledgeable in handling confidential matters and proprietary information.

LICENSES/CERTIFICATIONS

Life Insurance License

Jan 2021 - May 2022

State of Ohio

Electrician

Apr 2016 - May 2021

State of Ohio Apprenticeship Council

SKILLS & INTERESTS

Technical Skills: Customer Communication Management, Customer Service, Documentation, Hardware Knowledge, Microsoft 365, Network Basics, Installation & Configuration, Technical Troubleshooting

Soft Skills: Adaptability, Attention to Detail, Dependability, Friendliness, Interpersonal Skills, Planning/Processing, Prioritization, Problem Solving, Time Management

Hobbies: Backpacking, Camping, Circuit Racing, Continuous Education, Drift Racing, Hiking, Video Game Development, Video Game Testing

Personality Interests: Computer Hardware Enthusias , Meditation, Robotics, Technology Advancements, Traveling

WORK EXPERIENCE

Journeyman Electrician • Dayton, OH • Full-time

July 2023 - Present

International Brotherhood of Electrical Workers LU 82

- Licensed in the state of Ohio as a Journeyman Electrician
- Experience in Residential, Commercial, and Industrial electrician installations
- Reading schematics and laying out installations for employees. Received positive feedback and commendation from clients

Licensed Life Insurance Sr. Field Underwriter • Lima, OH, USA

Apr 2021 - May 2023

Equis Financial

- Daily interpersonal people skills
- Schedule and coordinate meetings with clients daily
- Communicate with clients about their mortgage protection options
- Help clients complete and submit applications to carriers and follow through the underwriting process
- Service client future policy needs

Electrician • Lima, OH, USA

Apr 2016 – May 2021

2022International Brotherhood of Electrical Workers LU 32

- Licensed in the state of Ohio as a Journeyman Electrician
- Experience in Residential, Commercial, and Industrial electrician installations
- Reading & Writing Schematics

- Proficient with the direct installation of wiring at construction and other sites

EDUCATION

Electrical in Journeyman Electrician

NJATC - National Joint Apprenticeship Training Center • Lima, OH • GPA: 2nd in Class **Apr 2016 - Apr 2022**

- Northwest Community College Curriculum Partnership
- State of Ohio Apprenticeship Council

High School Graduate

Bath High school • Lima, OH