Justin Newman

7420 Calhoun St.

Dearborn, MI 48126

Hiring Manager

Atos IT Solutions and Services, Inc.

Dear Hiring Manager,

I am applying for the PC Technician position your company listed on Monster.com (Reference Id: 135983). I feel that I could be of value to your company in this position due to my years of experience in the PC repair business, as well as my enthusiasm for computers and other technology. I have extensive experience building, repairing, upgrading, and migrating computer systems. When I worked at W.A.N. Solutions, I learned many time-saving tools and techniques, as well as how to work effectively within deadlines and as part of a team.

I’ve carried those skills that I learned and honed at W.A.N. on into my own business. Since 2008 I have been self employed as a computer service technician servicing the Detroit Metro area with quality, affordable IT services and unmatched value. Operating under the name Just-In-Time Technology Services, I have been responsible for some major projects including such complex assignments as designing and implementing a Linux-based server-client network solution for the Michigan branch of Dyslexia Institutes of America. The system we implemented would create user accounts and directories as new students were added and make them accessible from any network computer with the proper scripts.

The job listing mentions that knowledge of health care environment is desirable. I do not have specific knowledge of health care IT requirements however; I do know that the major concerns in health care are data security and privacy. As a CompTIA Security+ certified technician, I understand data security best practices, technologies, and implementations and can bring this to bear to fulfill the needs of your health care clients. I have extensive experience building computers and hand in hand with this is the need to migrate users’ data to new computers. Though I have never used the specific software mentioned in the job listing, I am familiar with where and how Windows 7 and XP store their users’ files, and am adept at quickly accessing and migrating them to new systems. My extensive experience will enable me to complete these tasks quickly and efficiently with minimal training.

I look forward to having the opportunity to discuss how my experience can be of value to your business. I can be reached via email anytime and via phone from 8am-1:30pm Monday and Wednesday, from noon-9pm Tuesday and Thursday, or 8am-9pm Friday-Sunday.

Sincerely,

Justin Newman

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