To Whom It May Concern,

My name is Glenn I have extensive experience in the Information Technology field and am eager to begin my career in the industry. Throughout my working career I have developed the skills and knowledge required to deliver tailored high-quality customer service, excellent computer knowledge and the ability to work both independently and as apart of a team.

I have studied my certificate III in Information Technology, this course allowed me to develop my knowledge and skills in Microsoft suite, database creation and programming, resolving computer complaints/ debugging, and writing business communications. I am confident in these abilities and am eager to work in a field that will allow me to utilise and expand on these skills.

Outside of IT, I have worked in my families real estate business which has equipped me with the ability to deliver high quality customer service. I am confident in greeting customers, answering questions and resolving complaints.

I am excited about the opportunity to turn my passion into my career. Thank you for taking the time to read this letter and my resume. If you have any questions, please do not hesitate to contact me on 0433 393 359.

Kind Regards,

Glenn Ryan