

42 Tipperary Drive
Whitinsville, MA 01588

10/25/18

Name and title of the person to whom you're writing
ClearCom IT Solutions Inc
49 Main St
Sturbridge, MA 01566

Dear Mr. (or Mrs.) Last Name:

Hello! My name is Sean Naughton and I am looking to apply to ClearCom IT Solutions Inc. Please accept this as an application for employment. I am applying to be an IT support specialist. I found this job through extensive online research and found this company to be perfect for what I need right now.

I know that this job will help become more knowledgeable in the IT field and help me build on my skills. I want to learn more about the industry and more of practical work rather than book work. At my time at Blackstone Valley Tech, I have spent extensive amount of time acquiring the skills necessary for an IT technician. I can troubleshoot several network and computer issues that may occur. In my shop (Information Technology), I am always ready to step up and diagnose, then remedy the problem. For instance, I recently was tasked by my instructor to troubleshoot network connectivity issues. My fellow students were struggling to find the issue, so I came to help. Then, I was able to quickly find the issue, (incorrect use of static routes on routers) then rectify the problem with a few commands in the router UI. Also, I have learned a vast amount about the technology and industry through the CompTIA and CCNA training processes. I have already passed the PC pro exam, passed the 220-901 exam and ready for the 902, and I am ready for the CCENT. I have achieved this with my positive work ethic and my analytical thinking. Please refer to my resume for more details.

I free Monday through Friday past 3 PM for an interview. I can be contacted via my email or my telephone number which are as follows: sean49naughton@gmail.com and 774-545-0724. I will follow up by telephone if I do not receive confirmation within a week. Thank you for your consideration.

Sincerely,

Sean Naughton

