

122A Main Street
Upton, Massachusetts 01568

11/16/2018

City, State and zip code of the organization

Dear _____, if you would please accept this letter as an job application. The job that the application is aimed at is an opening as a helpdesk technician the job opening was discovered online.

The reason for applying to this job is that, computers and mobile devices are quite interesting. This job would also allow me to expand my troubleshooting skills alongside my customer service. Although the job would be great for expansion of skills it also fits other skills that as an IT student would already be quite adept such as, hardware and software troubleshooting, part replacement and removal, and general maintenance. The course that was taken ends with a certification for PC Pro, and a deep knowledge of computer internal workings and coding. If hired the company would get someone who is extremely enthusiastic about computers, someone who works diligently until done, someone who loves people and working with new people. Previous work includes troubleshooting and repairing of over 10 different laptops, and 5 personal computers. In case information was left out please refer to my resume.

At your earliest convenience can a Interview be set up. If needed you can contact via email: gabriel.kokennan@gmail.com or via phone: 744-268-0262. If no call or email is received in a week, I will follow up via phone and/or email to inquire whether or not this letter was received. Thanks for taking time to read this letter.

Sincerely, Gabriel Kokennan