

20 Phillip Dr.  
Bellingham, MA 02019

October 18, 2018

John Doe, Owner  
Cambridge Innovation Center  
1 Broadway  
Cambridge, MA 02142

Dear Mr. Doe:

Thank you for the opportunity to apply for the IT Helpdesk Associate position at your company. After reviewing the job description, it's clear you're looking for a candidate who is familiar with the responsibilities associated with this role, and who can meet these requirements with confidence. I am currently a Junior at Blackstone Valley Tech majoring in Information Technology and I am sure that my technical skills and my passion for computer systems and networking are a great match for this position.

I am a hard working vocational student who has been praised often by my instructors and classmates for my dedication and efficiency. I've developed a skill set directly applicable to Information Technology and Networking over the course of my BVT experience, as you can see upon reviewing my resume. Overall, I have consistently demonstrated hard work, passion, and dedication in every aspect of my career-technical work at BVT.

After reviewing my resume, I hope you will agree that I am the type of efficient and reliant candidate you are looking for. I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at 508-530-2525 or by e-mail at [acifizzari4@gmail.com](mailto:acifizzari4@gmail.com). I have enclosed my resume for your review.

Thank you for your time and consideration and I look forward to hearing from you soon.

Sincerely,

Ashley Cifizzari

Enclosure: Resume

