

192 Main Street, South Grafton, MA 01560

October 24<sup>th</sup>, 2018

Mr. Ramsey, Information Technology Instructor  
Blackstone Valley Regional Vocational Technical High School  
65 Pleasant Street, Upton, MA 01568

Dear Mr. Ramsey,

I understand that you have an entry-level position available and I would like to be considered for a great opportunity. I am currently a Junior at Blackstone Valley Tech majoring in the Information Technology program, and am confident that my skills, education, and passion for the field Information Technology will meet the qualifications and requirements for this position.

Please note that I am very well trained with PC troubleshooting and repair, basic networking, and mobile device repair. I would also like to bring a variety of skills I have learned from BVT including professionalism, time management, and a strong work ethic. If I am hired, it will benefit your organization because I am motivated and I am a very productive worker and I have time management skills, along with a strong work ethic for this field.

The opportunity to discuss this position with you would be greatly appreciated. If you have any questions or would like to schedule an interview, please contact me by phone at 774-570-8366, or by email at naultd2020@gmail.com, my resume is also enclosed for a more detailed review of my qualifications, skills, education, and experiences.

Thank you for your time and consideration, hopefully I hear back from you.

Sincerely,

Daniel Nault

Enclosure