**Calvin Luong**

San Jose, CA

luongcalvin556@gmail.com

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City and County of San Francisco

1 S Van Ness Ave

San Francisco, CA 94103

Dear Hiring Manager,

I am writing to express my strong interest in the IT Operations Support Administrator I position for the City and County of San Francisco. I have completed my Bachelor’s degree in Computer Science at San Jose State University in May of 2021. With my skill set, experience, and eager to always learn, I believe I am a good candidate for this position.

During my time as an assistant to my school’s computer engineering department’s system administrator, I oversaw upgrading computer hardware in labs, creating images to be later mass deployed in computer labs, and troubleshooting necessities like resetting passwords and maintaining lecture hall equipment like projectors. With this experience, I was able to fortunately land an internship position with the City and County of San Francisco’s Department of Technology. I contributed to the Fiber to Housing Project by creating mock networks within the lab and manage the devices in the network through static IPs. With the creation of heatmaps, I was able to show where dead zones can possibly be so access points can be strategically placed.

I am applying for this position because I believe that being a city employee is a way of giving back to the community. My time as an intern with the city has shown that providing free internet is an honorable thing to do and I want to continue with that same feeling with this position. Even though this position does not directly interact with the community, I can at least support those who are actively giving back to the community.

I appreciate your time and attention to my information, and I would appreciate the opportunity to meet with you in order to share more about my experiences that help make me a fit for this internship. I look forward to hearing from you.

Best,

Calvin Luong