975 Sherman Ave Apt. # 22N

Bronx, NY 10456

09.24.2016

Recruitment Office

255 Greenwich Street 9th Floor

New York, NY 10007

RE: **Computer Associate** Title Code No: 13621

Dear Recruitment Office,

When I came across your posting for a computer associate on the DoITT website I was excited and was hoping to be considered for an interview.

While working for the New York City Housing Authority, I maintained the inventory initiative which included spending full days training staff on how to properly identify inventory and place information into the Maximo system. Maximo is a software used by the New York City Housing Authority which allows for asset management. Most recently I've been working for the TV station Thirteen\WNET. When I was first hired, I began my career doing desktop support, where I would assist users with computer related issues that pertained to Microsoft Office related products like Word and Excel. After my first year with the company, I progressed to join the Media Services department where I support editing software like Premiere Pro and Final Cut Pro, and also maintain the PC's and MAC’s on site. I am also Technical Support for the PBS Weekend Newshour, which is a national production that airs on weekends.

In addition to my professional skills I bring a list of critical thinking skills from my studies. While at the Borough of Manhattan of Community College I studied many courses in Mathematics but the most fulfilling course was Calculus II. While challenging it taught me to think outside the bounds of how one would solve a math problem and I have applied that to my everyday way of thinking. At New York Institute of Technology I am taking a Foundations of Scientific Process course that is allowing me to question the process in which I go about thinking about different world processes and increasing my capability to think critically.

I am confident I would bring some value to your company in the future, and my experience in the last seven years of working can be found in my resume which is attached. I would like to speak with you at your earliest convenience. I am available after 12 but before 4 on Tuesday's and up until 4 on Thursday's by cell phone, and anytime by email. My cell phone number is (646).330.3084, and email address is iholly3@gmail. Com. Thank you for your time and I look forward to hearing from you.

Sincerely,

Ian Holly