975 Sherman Ave Apt. # 22N

Bronx, NY 10456

09.20.2016

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. It was very fulfilling seeing the staff take so well to the training and to receive emails back about how it helped them in their personal lives as well. Most recently I've been working for the tv station Thirteen\WNET. There I began my career doing desktop support, where I would assist users with computer related issues. I assisted with Microsoft Office related products like Word and Excel. After my first year there I progressed to join the Media Services department where I support editing software like Premiere Pro and Final Cut Pro, and also maintenance the PC's and MAC computers on site. I am also Technical Support for the PBS Weekend Newshour.

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 was apart of the Poetry club where we discussed opinions on cultural issues faced by many young minorities of color. During my time there 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 learn more and realize I know a lot about nothing, which also allows me to have many more questions.

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