September 20th, 2016

Intern- IT/Help Desk

Manhattan, New York

To Whom It May Concern:

I was excited to see your opening for an Intern to be a part of your a IT/Help Desk team.,and I hope to be invited for an interview. I am currently enrolled in a four-year program pursing my bachelors in computer science at New York Institute of Technology, as I’m about to start my second year in college.

My background includes working with computers constantly, for about six years now. I have obtained three certifications while being in High school. I currently have A+ CompTIA certification, as well as a IC3 Computer Repair certification, and last but not least, a Strata IT Fundamental certification. With these certifications, I was able to work in a WBL Program called Mouse Squad at my high school, where I was able to fix faculty members computers, laptops, as well with their smart boards in a timely manner. I believe my skills and experience are suitable with your job requirements.

In addition to this experience, I gained considerable customer service skills during my part-time employment working in a WBL (work based learning) program in high school, along with the ability to work in a fast paced environment.

I also bring to the table strong computer proficiencies in MS Word, MS Excel and also basic Java programming knowledge, as well with the ability to work inside and out of a PC.

I am confident that I can offer you the customer service, communication and problem-solving skills you are seeking while working in a fast-paced environment. Feel free to call me at 718-322-1370 (home) or 347-791-3145(cell) to arrange an interview. Thank you for your time and consideration —I look forward to learning more about this opportunity!

Sincerely,

Jumania Ahmed