

# CHRISTOPHER COHEN

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September 15, 2016

Human Resources Manager

Spartan Resources

1718 Peachtree St NW #199

Atlanta, GA 30309

Dear:

I wanted to take a moment to thank you for taking time out of your day to interview me for the position of Jr. IT Support Technician. This would be a great experience and I am looking forward to using the IT knowledge I have.

I feel I have the skills you are looking for and I can be great asset. Being at a technical high school has given me the experience to troubleshoot computers more easily and efficiently. I have gotten hands on exposure with computer hardware as well, repairing customers' smartphones, laptops and desktops. I am very familiar with the environment of Windows 7- 10. As well as being proficient in Microsoft office 2013, obtaining my Microsoft Office Specialist for Word, PowerPoint, Excel and Access. I have earned knowledge of servers with obtaining my server administration fundamentals, MTA\_365.

Sincerely,

Christopher Cohen