

**Minh Cuong, Nguyen (Marco)**

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November 16, 2023

Contact Name:

Labour manager

XYZ Technology Firm

XXZ Avenue Calgary, Alberta, XXX YYY

**Re: Intermediate Network Administrator Position (Job ID: 133828)**

Dear Hiring Manager:

I am writing to express my strong interest in the Intermediate Network Administrator position at XYZ Technology Firm, as posted on the SiSystems website. With over two years of experience in Cisco network administration and expertise in cloud networking, I am well-prepared to contribute to your team's success.

My background aligns seamlessly with XYZ Technology Firm's innovative approach to security technology and analysis. I am particularly drawn to your leadership in integrating advanced remote tools for optimizing energy processes.

My colleague, Ryan, currently employed at XYZ Technology Firm, highly recommended your organization, emphasizing for its teamwork-oriented culture, even in challenging roles like the network administrator position.

At FPT Technique and Analysis, I effectively managed and optimized network systems for 2000+ employees. Proficient in PowerShell, Python, and Remedy, I'm well-equipped to meet your technical demands. My proactive enhancements guarantee stable network services during critical phases, solidifying my commitment to enhancing efficiency and reliability in high-pressure scenarios.

I am genuinely excited about the opportunity to join XYZ Technology Firm. I am eager to explore this role further and illustrate how I can contribute to the achievement of your organizational goals. Please don't hesitate to reach out to me at [Minhcuong.Nguyen@georgebrown.ca](mailto:Minhcuong.Nguyen@georgebrown.ca) or (437) xxx-xxxx to schedule a convenient time for a more in-depth discussion.

Thank you for considering my application. If there's no respondent, I will actively follow up with a phone call next Tuesday to inquire about my application status and interview possibilities.

Best regards,

***Minh Cuong, Nguyen***

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### OBJECTIVE:

A dedicated IT Computer System Technician seeking the Intermediate Network Administrator position at XYZ Technology Firm in Calgary. Aiming to leverage my 2+ years of experience in Cisco network administration and proficiency in cloud networking and scripting to contribute to the team's success.

### HIGHLIGHTS OF QUALIFICATIONS:

- Over 2 years of hands-on and academic experience in Cisco Network Administration.
- Proven track record in enterprise-level network troubleshooting, support, and maintenance in a company with over 2000 staffs.
- Expertise in scripting with PowerShell and Python.
- Solid experience with cloud networking solutions, including AWS and Azure.
- Practical understanding of SD-WAN and software-defined architecture.
- Proficient with network automation tools and incident management using Remedy.
- Insight into the oil and gas sector through direct industry experience.

### TECHNICAL SKILLS:

- Networking: Cisco Systems, SD-WAN, Cloud services (AWS/Azure)
- Scripting: PowerShell, Python
- Tools: Network automation, Remedy incident management system
- Networking: Cisco Systems, SD-WAN, Cloud services (AWS/Azure)

### SOFT SKILLS:

- Clear communication with both technical and non-technical teams, clients, and vendors.
- Proficiency in analyzing complex network issues and implementing solutions.
- Attention to detail by precision in network configurations and security protocols.
- Time Management efficiently prioritize tasks and meet critical deadlines.
- Adaptability to stay current with evolving technologies.

### EDUCATION:

**Computer Systems Technician Program (Post Graduate)**

**Jan 2022 - May 2024**

**George Brown College**, 160 Kendal Ave, Toronto, Ontario

Network Administration

- Acquired hands-on expertise in configuring and troubleshooting Cisco network systems, enhancing operational reliability.
- Pursued a rigorous curriculum with in-depth studies in Network Automation, Web Development, Programming Logic, and Wireless Technologies.
- Mastered server environment management including Windows and Linux Systems, integrating DevOps practices for system administration.
- Developed a robust understanding of Cybersecurity principles, applying them to safeguard network infrastructures.
- Led a capstone project to architect a secure, scalable network for a simulated enterprise, showcasing technical acumen and strategic planning.

## CERTIFICATIONS:

- Cisco Certified Network Professional (CCNP) - [December 2023]
- Computer System Technician Degree - [May 2024]
- Python and computer data analytics certification by Udemy [July 2023]

## PROFESSIONAL EXPERIENCE:

### **Network Systems Manager**

**October 2022 - November 2023**

**FPT Technique and Analysis**, Toronto, On

- Directed network optimization for 2,000+ employees, enhancing connectivity and system resilience.
- Skilled in PowerShell, Python, and Remedy, aligning with technical demands and improving support response.
- Advanced network stability, reflecting a commitment to continuous system improvement.
- Led incident resolution, maintaining uninterrupted network performance and user satisfaction.
- Collaborated on IT projects to further digital transformation and drive technological progress.

### **Supply Chain Coordinator**

**January 2020 - September 2022**

**Atlas logictic Co. Ltd**, Ho Chi Minh City, Viet Nam

- Managed a complex supply chain network, coordinating with international suppliers to ensure timely delivery of goods.
- Implemented inventory control protocols that resulted in a 30% reduction in excess stock and a 10% improvement in cash flow.
- Analyzed and optimized transportation routes, leading to a 15% reduction in fuel costs and lower carbon emissions.
- Oversaw a team of logistics specialists, promoting a culture of data-driven decision-making and proactive problem-solving.
- Utilized advanced supply chain software for tracking, analysis, and reporting, improving data accuracy and operational visibility.

## VOLUNTEER EXPERIENCE:

### **Environmental Advocate**

**2015 – 2020**

**EcoAction Community Group**, Da Nang City, Viet Nam

Dedicated to reducing plastic waste and promoting sustainable agriculture in tropical environments.

- Led initiatives for plastic waste reduction, organizing community recycling drives that processed over 1 ton of plastic.
- Collaborated on 'Jungle Cultivation' projects, fostering the growth of native flora and establishing micro-habitats.
- Engaged with local schools to educate students about the importance of recycling and sustainable farming practices.
- Facilitated partnerships with local businesses to support eco-friendly practices, enhancing community green efforts.

## INTERESTS:

- Learning about the latest tech gadgets and apps.
- Riding bikes with friends and helping to keep our parks clean.
- Enjoying cooking, exploring new flavors and recipes.
- Traveling to new places and meeting new people.