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**July 23, 2025**

**Hiring Committee**  
City of Ontario – Information Technology Agency  
Ontario, CA

Dear Hiring Committee,

I am writing to express my interest in the **Administrative Intern – Information Technology and Cybersecurity** position with the City of Ontario. As a current recent graduate with a B.S. in Information Systems and Technology with a concentration in Business Intelligence and Analytics, I am eager to apply my classroom learning and hands-on experience in a real-world public sector IT environment.

Through my academic journey at California State University, San Bernardino, I’ve gained valuable experience with system administration, cybersecurity fundamentals, and programming. My recent projects involved deploying and managing Windows Server environments, configuring Active Directory, and integrating RHEL clients for a simulated enterprise network. Additionally, I created a Python-based NBA statistics calculator app that parses and filters player data based on team matchups—demonstrating both my programming skills and attention to user requirements.

Outside of academics, I’ve worked in fast-paced customer service environments where I learned the importance of empathy, communication, and reliability—values I understand are core to the City of Ontario’s “Five Tool Player” philosophy. I’m excited by the opportunity to contribute to the Operations, Applications, or Cybersecurity Divisions, and I am especially eager to learn from experienced IT professionals while assisting with help desk support, asset management, rollouts, and cybersecurity tasks.

This internship aligns perfectly with my career goals and I’m committed to bringing a strong work ethic, collaborative attitude, and genuine passion for learning. I would appreciate the opportunity to discuss how I can support the mission and vision of Ontario’s Information Technology Agency.

Thank you for considering my application. I look forward to the opportunity to contribute to your team and grow as a future IT professional.

Sincerely,  
**Israel Bustos**