**Jeremiah Nofrada**

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Dear Sir or Madam,

I am applying for the Student Worker position for the NYU IT l. I am a computer engineer at the Tandon School of Engineering. I have work study allotment. It is currently $3,000. As for my available hours, I am available Saturdays and Sundays, 9 am to 5 pm.

I am proficient and comfortable with all the basic Microsoft software, i.e. Word and Excel. I have been told that I am a fast learner and that I am reliable with tasks by multiple project partners. I have been, and am currently, working at an IT company called Valiant Technology. In the year that I have been employed at Valiant, I have learned how to speak with users and clients in a clear and friendly manner. I have been able to walk users through the phone and also have been told that I am the friendliest of the techs that visit clients as I converse with the user while troubleshooting their devices. I am also a fast learner. Once given the access to assets handled by Valiant, I was able to learn its workflow and multiple troubleshooting techniques. I am also able to communicate findings and troubleshooting shortcuts and document those findings for those that would need to find it later. On the busiest days, I was able to support multiple users at once and support each user properly and completely.

After reviewing my resume and reading this letter, I hope to use the skills necessary to perform every task that will be given to me. Please contact me via the email and phone number at the top of the letter. Thank you and I look forward to hearing from you soon.