Date: 11/09/2019

Dear HR,

Re: Job Application for Airways International Graduate Programme

It is with great interest that I submit this application for Airways International Graduate Programme.

I am currently enrolled in Graduate Diploma in Information Technology, Level 7, Auckland. Apart from my current course, I have successfully gained an MCSA Windows Server 2012 certificate.  
I have also successfully gained a bachelor’s degree in commerce (overseas) and Diploma in Business Management (Level 7), Auckland, which enhanced my management skills and allowed me to contribute in business industry.

In addition to my qualifications mentioned above, I have 4 years of customer service experience in New Zealand. During my previous jobs I successfully gained exceptional communication skills (both verbal and written). I also have excellent telephone and email manners as this was a major mode of communication with customers, tradesmen, etc in my previous roles. I have worked in teams before.

I have also developed and tested web applications during my study using HTML, CSS, JavaScript, Bootstrap and PHP. For backend I have used PhpMyAdmin. Now working with MongoDB (for new project).

During my IT internship, I was able to gain technical knowledge as I worked with Windows server 2012 where I learned to install, configure and administer Windows server. I also worked with Active Directory during this time. I am always looking forward to learning new things.  
  
  
I would welcome the opportunity to discuss my interest with you and I am available for an interview at your convenience.

I will look forward to hearing from you soon.

Warm Regards  
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