

John Odero
john.odero26@gmail.com
+254792455501
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Subject: Application for Intern – Data & IT

Dear Hiring Manager,

I am excited to apply for the Intern – Data & IT position at your organization. With a Bachelor's degree in Computer Science from Rongo University and hands-on experience in IT support and data management, I am eager to contribute my technical skills while gaining valuable industry experience.

During my internship at Parklands Sports Club, I provided technical support, assisted in troubleshooting hardware and software issues, and helped maintain IT systems. I also supported database updates and documentation, ensuring data integrity and accessibility. My proficiency in Excel and Power BI has enabled me to handle large datasets efficiently, conduct data analysis, and generate insightful reports.

Beyond my technical skills, I am highly adaptable and eager to learn. I thrive in fast-paced environments and enjoy problem-solving to improve system performance. Currently, I am enrolled in the Cisco Networking Academy, further strengthening my networking and IT support capabilities.

I am excited about the prospect of contributing to your team while expanding my expertise in data management and IT systems. I look forward to the opportunity to discuss how my technical skills and enthusiasm align with your organization's needs.

Thank you for your time and consideration. I am available for an interview at your earliest convenience.

Sincerely,
John Odero