

Robert Schroeder

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Hiring Manager

University of Washington

Dear Hiring Manager,

Thank you for the opportunity to apply for the role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am an efficient recent college graduate (Associate of Applied Science (AAS) in Computer Information Systems) from Arizona Western College. During the course of my academic career, I also managed to accrue nearly 14 years of work experience. I had the privilege of working for Arizona Western College in a Service Desk Technician II, Endpoint Systems Management role, where I learned valuable professional skills such as configuration management, end user support, and programming. In both my academic and professional life, I have been consistently praised as hard-working by my professors and my peers. Whether working on academic, extracurricular, or professional projects, I apply proven teamwork and critical thinking skills, which I hope to leverage into the role at your company.

After reviewing my resume, I hope that you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (928) 210-8339 or via email at robjschroeder@gmail.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Robert Schroeder