

Robert Schroeder

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Hiring Manager

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Dear Hiring Manager,

Thank you for the opportunity to apply for the IT System Administrator 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 IT System Administrator 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