***Sue Darby***

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Matanuska-Susitna Borough School District

Attn: Charles Chapman or Hiring Manager

501 N Gulkana St

Palmer, AK 99645

Dear Management Team,

I am applying for the position of IT Support Specialist.

In my current position with the State of Alaska as a Senior Services Technician, I enjoy working with people and interact with staff daily in a team environment. I am often called on for level one troubleshooting of workstations and printers in my office, and provide intermediary support between the staff in my office and the State of Alaska IT Department.

My work experience includes:

* General workstation troubleshooting on a daily basis
* Microsoft Office help
* Database maintenance and development
* Basic printer troubleshooting and maintenance
* Server backup tapes
* Sharepoint site development
* UML process documentation
* Electronic file organization
* Maintaining small PC labs
* Teaching beginner and intermediate computer classes
* Tutoring individuals seeking Microsoft Office Certifications

Currently I am working my way through online courses for taking an A+ certification and plan to take other courses for additional topics in programming languages, software and hardware. I am incredibly excited to find an opportunity to use all the skills I have developed over a number of years and put them to work for your team.

Please find the attached resume.

If you need more information or have any questions, please don’t hesitate to contact me at sue@sue-a-darby.com or 907-707-5654. I look forward to talking to you soon!

Sincerely,

Sue Darby