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January 2, 2024

Tran Thi Thu Trang  
Stanford Group  
437 Woodland Avenue  
Metairie, LA 70001

Dear Ms. Trang,

First, I would like to thank you for your latest post about IT Staff Engineer with Lenovo Company. I am highly enthusiastic and qualified for this position, and I have attached my resume for your further review.

After I came across your online advertisement looking for an IT Staff Engineer post for your organization, I am sure that I will be the best fit for the organization. I have more than three years of experience as an IT Staff Engineer with Foxconn Group. I have strong analytical skills, communication skills along with a Bachelor’s degree in IT solutions. I was responsible for some duties, including:

- Install and configure computer hardware operating systems and applications

- Monitor and maintain computer systems and networks

- Talk staff or clients through a series of actions, either face-to-face or over the phone, to help set up systems or resolve issues

- Troubleshoot system and network problems, diagnosing and solving hardware or software faults

- Replace parts as required

- Provide support, including procedural documentation and relevant reports

- Follow diagrams and written instructions to repair a fault or set up a system

- Support the roll-out of new applications

Your mission excites me. While comfortable with my current position, your company seems to offer the exact characteristics that I am seeking to further my career. Together, let’s continue the upward trajectory and dominate the competition.

I would request you to contact me at your earliest convenience for scheduling a time where we can discuss this position as well as my qualifications. I am looking forward to hearing more about your goals, organizations long term vision and this position. You can call me at 0943304218 or email me at [thuycnhn16@gmail.com](mailto:thuycnhn16@gmail.com).

Sincerely,

Hoang Thi Thuy