June Kim

(123)456-7890 I junekim@gmail.com I Seoul, Korea

Date

Name of the hiring Manager

Company Address

Dear hiring manager,

As a long-term admirer of the impressive work done by the team at Mayflower technologies, I'm delighted to submit my application for the entry level IT technician opening posted on Linke dIn. As a recent graduate from the University of Rochester with a BS in Computer Science, I'm confident that my knowledge of Linux systems, experience in Backend coding and precise at tention to detail would make me an asset to the team at Mayflower.

In my former role as a student worker at the University of Rochester's technical services depart ment, I was responsible for troubleshooting a variety of technical issues for the staff, assisting with server maintenance, and installing a wide range of equipment. While employed t here, I assisted in the development and rollout of new department practices, and helped impro ve out ticket response time by 12%. I'm sure that this experience will help me start contributing quickly to Mayflower.

I also understand that Mayflower is seeking to expand their cloud computing services. While at University of Rochester, I specialized in and completed my thesis on cloud computing. The IT te chnician position at Mayflower is an exciting opportunity for me to use this educational backgro und, as well as learn more about a growing industry.

I've attached my resume, which further details my skills and education. Please do not hesitate t o reach out if you have any questions, and I look forward to the opportunity to speak with you f urther. Thank you for your time and consideration.

Sincerely,

June Kim