**Jim Johnston**

**🖂 Street Address, New York, NY 55900 🕿 (555) 555-5555 🖂** **[Email Address]**

**Today’s date**

Mr. Leroy Coleman, IT Department Director

HTR Technologies Ltd.

Address, City, State, zip

**Re: Computer Technician Position**

Dear Mr. Coleman,

I would like to present my resume to you for your consideration for the position of computer technician as posted in this week’s issue of Computer Complications.

My qualifications for the position include having solved numerous convoluted system problems, troubleshooting hardware and software issues, and providing computer repairs with same day service to minimize client downtime.

In my current position at ABC Technology Systems, Inc. - I designed and installed computer systems for clients according to their custom specifications, resolved problems caused by malfunctioning hardware and technical problems with software, and upgraded IT systems.

I possess expertise in MS Office (all versions), Operating Systems, and various antivirus, malware, spyware, and firewalls, and much experience repairing monitors, hard drives, and printers.

I have a high rate of success in field calls, and if I am forced to take a computer component back with me to the lab, I’m usually able to arrange a temporary fix so the client can continue working until I repair the part and return it.   
My customer service includes remote handling of software problems and restoring LAN/WAN network connectivity.

I would like to meet you to discuss my qualifications further and establish my suitability for this position. Please let me know when you’ll be scheduling interviews so I can come over to the office.

Sincerely,

**Jim Johnston**

**Enclosure: Resume**