**Gregory Lewis**

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**SENIOR OPERATIONS MANAGEMENT EXECUTIVE**

**Cross-Industry Experience, Strategic Operations Management**

Today’s date

Mr. Terry Collins

Company name

Address, City, State, zip

Dear Terry Collins,

Re: Job Ad - IT Support Position

In response to your job advertisement in The Florida Courier for an IT support person for your firm, I am attaching my resume.   
I have more than a decade of experience in solving a variety of IT issues and am looking to use my skills in a company that values professional customer service and high-quality systems maintenance.

I earned my Bachelor of Science in computer science and am constantly updating my knowledge of new computer technology and computer programs.

My current job responsibilities focus mainly on configuring any new systems and, of course, troubleshooting and solving all computer problems, regularly updating the server, and continuously updating software and providing training to any employees who need assistance in adapting to the new changes.

I am on call as a help desk technician to resolve hardware and software glitches, and on the side, I also maintain and repair the office machinery (Xerox copies, scanners, printers, postage machines, etc.) and laptops of work from home employees.

I am familiar with Apache, Oracle, MySQL, Nexus, Linux, ISS, etc.

I look forward to hearing from you regarding a convenient time for me to come to the office for an interview or other selection process.   
I can be reached at [Email Address] or [cell phone].

Respectfully,

Gregory Lewis