***Jose Allen***

**[Street Address] New York, NY 55900 ⬩ H:555-555-55555, M: 333-333-33333 ⬩ yourname@vmail.com**

Today’s date

Mr. Douglas Reed

Company name

Address, City, State, zip

Dear Douglas Reed,

Re: Job Ad - Network Engineer Position

I am contacting you regarding the open position for a network engineer that you advertised in the help wanted section of the Wall Street Journal.

As you can read in my attached resume, I have been working for 14 years in the IT sector and have expertise in developing and installing IT networks, which experience I would like to use for the benefit of your company.

My familiarity with LAN and WAN, Cisco platforms, firewalls, routers, modems, VoIP, MPLS, Metro Ethernet, DHCP, DNS, HTTP, NTP, SMTP, SNMP, and TCP/IP allows me to find creative solutions to maintain trouble-free networks.

I can customize networks for clients according to their preferences, and configure added hardware to work efficiently with their existing system. I design network systems, and install and maintain them, performing back up operations and restoring temporary lost data.

During my analysis of network systems, I identify and improve slower functioning areas, resolve any issues plaguing workstations or servers, and monitor the security status of the network, updating the security programs and controlling access to the network.

I would like to expand more on my specific contributions to the company and how I can upgrade your company’s network capabilities at a personal interview.

Please contact me to arrange when would be convenient for us to meet.

Thank you for your time.

Sincerely,

Jose Allen