

Computer Support Cover Letter

1903 Twana LandPort Lavetteland, KS 80284

Dear Haven Upton,

Please consider me for the computer support opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for desk-side resolution such as troubleshooting, research, diagnose, document, and resolve technical issues surrounding Windows 7 & 10, MS Office, AirWatch, Network Connectivity (internal & remote), messaging, PC's, telephones, paper shredder, printers, fax machines, scanners and other peripherals.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Basic knowledge of standard desktop applications
- May have basic knowledge of data center operations
- Basic written technical documentation skills
- Basic knowledge of Computer Operations Support -Basic knowledge of standard desktop applications -May have basic knowledge of data center operations -Basic written technical documentation skills -Basic knowledge of electronic communications (email, instant messaging)
- Strong typing skills and verbal communication in a clear professional manor
- Proficient with Microsoft Office and basic foundation of computer hardware/software
- Punctuality and consistent attendance is a critical success factor
- Experience in Windows-based and Mac OS computer environment and data entry

Thank you in advance for reviewing my candidacy for this position.

Sincerely,