

# Information Systems Specialist Cover Letter

8968 Carmelo SquarePort Adolphchester, ME 59457

**Dear Max Streich,**

In response to your job posting for information systems specialist, I am including this letter and my resume for your review.

Previously, I was responsible for statistical analysis of the Compliance, Safety, and Accountability (CSA) Safety Measurement System (SMS) Basics for all ADM DOT operating authorities.

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:

- Diagnoses hardware and software problems
- Installs, configures and maintains the plant time clock system including making preparations for installation of time clock transterms, verifying the wiring specifications are met, establishing connectivity to host computers, and keeping the related supervisors informed on the installations's progress
- Identifies, troubleshoots and corrects time clock problems while keeping the related supervisors informed on the problem status
- Administers and maintains phone systems, including "Moves, Adds, and Changes"
- Installs and maintains facsimile machine equipment and connections
- Structures time to ensure all projects are handled appropriately according to each project's priority
- Complies with Dart Container's policies and procedures
- BICSI-ITS installer or BICSI-ITS technician training with structrued cable systems

**Thank you for taking your time to review my application.**

Sincerely,