

Information Technician Cover Letter

32904 Welch Field Toyfort, NM 96566-5144

Dear River Sipes,

I submit this application to express my sincere interest in the information technician position.

In the previous role, I was responsible for project management support to OCR throughout the entire life cycle of each SOP, including planning, scheduling, and leading brainstorming and editing meetings; tracking SOP milestones in Microsoft Excel and Microsoft Project timelines; communicating with OCR and other NHLBI staff to ensure SOP milestones are met and SOPs are finished according to a projected timeframe.

Please consider my experience and qualifications for this position:

- Knowledge of satellite communication systems
- Knowledge of the rapid development process
- Basic familiarity with Information Systems (IS) hardware/personal computer working environment either from an IS or end user perspective
- Personal Computer skills including Microsoft Office, Windows XP, TCP/IP and VPN
- Information Technology skills, including Microsoft Office, Windows, TCP/IP and VPN
- Normal, corrective vision range
- Experience with data guards and administration
- Security+ Information Assurance Professional Certification

I really appreciate you taking the time to review my application for the position of information technician.

Sincerely,

Emerson Lowe