

# Information Technician Cover Letter

8954 Sherilyn Valley Keturahhaven, VT 46144

**Dear Oakley O'Connell,**

I would like to submit my application for the information technician opening. Please accept this letter and the attached resume.

Previously, I was responsible for technical assistance to track and/or input confidential or federally protected information into district online management systems such as Human Capital management (HCM), creates purchase requisitions, creates and maintains accurate electronic databases; manages inventories supplies, solicits quotes, and orders supplies; places service and maintenance calls, makes room reservations, and assists with office/meeting details submitting helpdesk calls and other online reservation systems; prepares and/or maintains a variety of documents including but not limited to operational and reference guides, checklists, reports, tracking documents, and correspondence using common Microsoft Office such as Word, Excel, Power Point and/or Google resources.

My experience is an excellent fit for the list of requirements in this job:

- Experience working with vendors on warranty support
- Experience updating ticket systems and asset tracking databases
- Works independently within the team environment
- Excellent verbal, written, and interpersonal communication skills to interact with a broad stakeholder base (various internal engineering disciplines/FAA Customers)
- Green belt certification or related Lean Six Sigma experience
- Experience with ITIL, ClearQuest, SQL and Sunflower preferred
- Experience in provisioning and MRP systems
- Experience with DMSMS and obsolescence management

**Thank you for your time and consideration.**

Sincerely,

