

Information Technician Cover Letter

501 Ratke CommonBernieshire, FL 94942-7844

Dear Brooklyn Towne,

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 data or interfaces for e-Builder such as Navision, Primavera, and Microsoft Outlook, etc.

Please consider my experience and qualifications for this position:

- Requires valid state driver's license and satisfactory driving record check
- Strong work experience in the development and management of facility Process Safety Information (PSI)(basis of design, design calculations, drawings, equipment/vender information)
- Work experience in using Autocad, eB Suite and SharePoint
- Work experience supporting the delivery of FEED, issued for construction (IFC) and as-built drawings and identified PSI
- Experience delivering projects and business plans
- Basic understanding of Linux Operating Systems (OS) environments
- Provide end user support and customer service for clients within and across zones on company supported computer applications and platforms
- Provide technical support for Server, Workstations and Service Desk

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

Sincerely,

Marion Okuneva