

Support Center Representative Cover Letter

5800 Chad CirclesPort Hyman, ND 81956

Dear Rowan Collins,

I would like to submit my application for the support center representative opening. Please accept this letter and the attached resume.

Previously, I was responsible for networking instruction and support to residential customers, including network configuration, software configuration and network troubleshooting of PC and Macintosh computers.

Please consider my experience and qualifications for this position:

- Able to communicate with all levels of the organization, including upper management
- Self-motivated and able to perform job responsibilities with minimum supervision
- Highly organized, detail oriented and able to function effectively in a multi-task environment
- Experience with benefits software programs and mainframes
- Preferred experience with PowerShell or other scripting language
- Preferred experience with or knowledge of Cisco firewalls and routers
- Preferred experience with or knowledge of Active Directory
- Preferred experience with or knowledge of Microsoft Security settings

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

Sincerely,

River Gerlach