

Technical Support Assistant Cover Letter

754 Gibson Crescent
Port Tobias, UT 91631

Dear Shiloh Gottlieb,

I am excited to be applying for the position of technical support assistant. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for application support and troubleshoot electronic controller with electronic interfaced diaphragm & electric pumps.

Please consider my experience and qualifications for this position:

- Experience in a technical pensions role or trustee secretarial role or as a consultant preferably but not necessarily essential
- Performing basic engineering estimation calculations of projected energy usage in kilowatts (kW) and 24-hour load profiles for residences and businesses in 31 villages based on raw current energy consumption information
- Assist with data entry and conceptual design of minigrids using HOMER minigrid optimization software
- Use Google Translate to produce preliminary translated versions of project documents from English to French
- Proficient computer skills in Excel, Word, and PowerPoint software
- Good writing skills, especially in preparing summary reports
- Academic background in engineering or related
- Automotive technician or Certified MB Diagnostic Technician/Certified Technical Trainer for commercial vehicle or passenger car, will be advantageous

I really appreciate you taking the time to review my application for the position of technical support assistant.

Sincerely,

Sawyer Kilback