

Technical Support Assistant Cover Letter

80629 Stanford Street East Jamie, WI 25030-7867

Dear Morgan Hirthe,

Please consider me for the technical support assistant opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for assistance in the operation of the securities product electronic and paper filing systems by assist in processing the electronic payments, in processing hard-copy filing and with data entry.

Please consider my experience and qualifications for this position:

- Review features and specifications from various equipment makers and perform comparative analysis to evaluate the pros and cons of each equipment
- Prepare summary report of equipment evaluation with recommendations
- Good communication and writing skills, especially in calling vendors and preparing summary reports
- Use a variety of computer hardware and software applications
- Competent in Microsoft Suite, including Word, Excel, PowerPoint & Publisher
- Competent in Adobe Pro
- Fast learner with willingness to learn Survey Monkey, Brainshark and other communication tools and resources
- Affinity with (rule) technique

Thank you for taking your time to review my application.

Sincerely,

Corey Fisher