

Technical Support Executive Cover Letter

3643 Crooks Walklvaburgh, NC 17428-8160

Dear Indigo Runte,

I submit this application to express my sincere interest in the technical support executive position.

Previously, I was responsible for application software support by resolving business users queries in their daily use of any supported software.

Please consider my experience and qualifications for this position:

- Commitment to deadlines and timely delivery
- Good written and verbal communication skills (English & Mandarin)
- Proven team player, excellent communication and interpersonal skills, Self-motivated, proactive and driven
- The primary goal will be to provide world class executive technical support for our Owner and Chairman, his family, and his administrative staff
- Provide support in planning, implementing, and troubleshooting the executive computing environment within the Blank Family of Businesses
- Act as the primary contact for requests for assistance with desktops/laptops, hardware, software, telephone, printer and AV equipment
- Prioritize, manage tasks for on-time delivery, be self-motivated, proactive, and perform as a team player
- Should possess good Communication Skills (English & Hindi)

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Max Powlowski