

# John Smith

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[Myemailaddress@google.com](mailto:Myemailaddress@google.com) in/John Smith

Contact Name

Title

Company Name

Address City, State Zip Code

[Date]

Dear Mr./Ms. Doe,

I was excited to see your job listing for the IT Support position at Eastward Strategies on Indeed.com. As a dynamic IT specialist with over five years of professional experience administering, monitoring, and securing Lan/Wan networks, adeptly resolving networking conflicts quickly, and making recommendations based on ongoing analysis of company resources, I'm confident that I would be a valuable asset to the team at Eastward.

Your job listing mentions a need for someone who is experienced in network administration with strong cybersecurity knowledge, which I have extensive experience in. I'm currently employed at Coca Cola, where I've honed my skills by researching and evaluating current and future IT needs. While employed here, I've spearheaded cost reduction measures while strengthening LAN/WAN security that successfully reduced our department's budget by an impressive 13% over the course of six months, contributing substantially to the Coca Cola's annual goals.

I'm confident that my proven track record of excellent work ethic, unparalleled attention to detail, and high-performing analysis and resolution will make me an immediate asset at Eastward Strategies and allow me to contribute to the team's success.

I look forward to discussing the IT Support position and my qualifications with you in more detail. I'm available to talk at your convenience. I'll be in touch next week to follow up and to make sure you've received my application.

Thank you so much for your time and consideration.

Sincerely,

[Your Name]