

JON VERNON

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October 3, 2006

Hiring Agent, Title
Company Name
Address

Dear Hiring Manager:

Your posting for a [position title] caught my attention as it seems an ideal match for my experience, talents, and interests. As a capable network engineer with a solid technical background and a proven record in building and troubleshooting computer systems and networks, I believe I offer a set of skills that would benefit your company. With extensive knowledge and strong analytical skills complemented by excellent interpersonal skills and a commitment to customer satisfaction, I would like to explore the possibility of putting my talents to work for you.

As you can see from my enclosed résumé, I have held several technical positions in computer support and electronics. Common to these positions is a strong focus on providing exemplary support to the user or client. An eager learner, I pride myself on my ability to successfully take on new challenges and develop ever-expanding areas of expertise. In addition, with outstanding problem-solving skills combined with the ability to develop an easy rapport with users, I am someone who can effectively diagnose and resolve all types of computer problems whether related to software, hardware, servers or individual workstations. Calm and easy-going, you will find that I am effective in meeting goals even when faced with difficult circumstances.

Among my strengths, I am disciplined and hard-working with a demonstrated ability to balance the competing demands of multiple projects. Passionate about providing service excellence, I have established a long-standing reputation as an effective and valuable employee. With a record of success behind me, I am confident that I will be an asset to you as well.

I would be pleased to have the opportunity to discuss future employment and look forward to speaking with you. Feel free to contact me at the address and phone number listed above.

Thank you for your consideration.

Sincerely,

Jon Vernon

Enclosure
