Kayizzi Garvin  
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Dear Mr./Ms.

I have earned a bachelor’s degree in Computer Science and I am confident that my experience and skills are a perfect match for the needs of your company. My specialty is troubleshooting hardware problems but I also have experience creating computer networks and updating systems. I have the means to stay updated on the changes in technology and to determine which upgrades will benefit your company the most.

I have extensive knowledge of varies operating systems and the hardware and software programs that keep the IT department functioning properly. I have experience conducting maintenance checks, managing and installing patches and I have the ability to make recommendations for new system standards and policies that will enhance the IT department.

I am team orientated but I have the ability to work alone and still meet deadlines while providing excellent service. I have outstanding communication skills with the ability to explain the functions of the computer systems in a way that anyone can understand. I also possess excellent time management and analytical skills.

I have the experience and knowledge to provide excellent customer service even under stressful situations. I have the ability to create reports explaining computer problems and to record all information in an easy to read, organized fashion. I am sure that I am the best applicant for this position and I hope to hear from you soon.

Respectfully

kayizzigarvin

Kayizzi Garvin