

# IT Jobs Cover Letter Examples

Dear Sirs,

I am writing to you in regards to your advertisement for an IT Desktop Support person. I strongly believe that my training, experience and proven abilities as a IT Desktop support staff will provide me with the opportunity to help contribute to your company's success.

When you go over my attached CV, you will see that I have a degree in Internet Technology and that I hold a variety of current, applicable certifications and licenses. I have a talent for delivering highly complex technical information into terms and concepts which the average person can understand. I am very good at multi-tasking and enjoy the challenges and many job responsibilities required of an IT Desktop Support staff.

I am an IT professional who works very well with others and who possesses outstanding trouble-shooting skills. I am a team player who focuses on meeting or exceeding goals and staying within budget. I thrive in busy office environments and do not have any issues with working evenings and weekends as I know it is often required of IT staff to do so.

I believe that I would be an asset to your growing company. Please contact me via email or telephone at your earliest convenience so that we can set up an interview time. Thank you for your consideration and time - I look forward to hearing from you.

Sincerely,

**Amy Carter**

**Thomas Bell**

Hiring Manager  
Learnist Ltd  
30 Viva Street  
London  
6BH 11CH

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1 Job Hunter Way, Employmentville, UK. EM1 5LO  
Tel. 0208 123 456789      Email: [info@learnist.org](mailto:info@learnist.org)

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