**IT TECHNICIAN COVER LETTER**

July 8, 20XX  
  
Gertrude P. Webb

Human Resources Manager

Cellubop Gershwin Enterprises

2355 Noble Barnes Avenue

Cincinnati, OH 45236

Dear Gertrude,  
  
At present, I’m an IT technician assistant for a warehouse of about 300 factory workers, and I manage all levels of hardware, software, and network issues. Yesterday, I stumbled upon your call for a new IT technician at Cellubop Gershwin, and I immediately pictured myself there.

My 3+ years of experience focused mostly on issues with instruments on the factory floor (e.g., handheld computers, receiving tablets). However, I also ensured the managers and executives in the office-maintained hardware performance and network connectivity. I’m privileged to have accomplished some high achievements, including:

* Acquired ownership of onboarding classes for computer hardware and operation for all new recruits and I’ve held 20 such group classes since.
* Pushed for and spearheaded a factory-wide upgrade of operating systems, from OS 3.5 to OS 4.1, which increased performance by 5%.
* Appropriated task of replacing handheld computers for the receiving team, keeping total purchases $5,000 under budget while upgrading to gadgets which will last 5+ years.

I hope you get a sense of my dedication and effectiveness for the job with these few examples. I’d be quite eager to bring this same pride-of-work over to Cellubop Gershwin as the next IT technician.

If you would provide me the chance, I’d love to discuss further how I can best meet your company’s upcoming goals and information technology initiatives.

Sincerely,

Michael C. Reagan