**Jenny Austin  
IT Support Technician**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@example.comhorizontal line

4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the IT Support Technician position at [Company Name]. I am confident in my ability to quickly learn and master new software, diagnose and resolve technical issues, and provide excellent customer service to end users.

My experience as an IT support technician for [Previous Company] has prepared me well for this role. In my current role, I am responsible for diagnosing and resolving technical problems; training users on software and hardware; and responding to inquiries from the public, customers, and vendors.

I possess a strong technical background and I am well- versed in a variety of operating systems, networks, and software applications. I have a certification in Information Technology and continue to stay up- to- date on the latest technologies and industry developments. I have also taken advanced training courses in customer service and have developed strong interpersonal and communication skills.

As an IT support technician, I am committed to providing superior customer satisfaction, quick problem resolution and an enjoyable customer experience. I understand that my role is essential for the successful operations and performance of the organization. I am confident I can make a positive contribution to your team.

Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,

**Your Name**horizontal line