**Jenny Austin  
Tech Support Analyst**

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 position of Tech Support Analyst. With a wealth of knowledge in software and hardware, as well as customer service and problem- solving, I am confident in my ability to make a positive contribution to your team.

I have three years of experience in the IT field providing technical support for both software and hardware, as well as troubleshooting any issues that may arise. I have developed a passion for solving customer issues quickly and efficiently, and I have a proven track record of success in this area. I have a strong understanding of the latest software, hardware, and operating systems, and I am adept at running diagnostics and troubleshooting problems. Additionally, I have the necessary communication skills to work with customers in a friendly and professional manner.

I am highly organized and detail- oriented, allowing me to respond promptly to customer inquiries and troubleshoot various technical issues. I am confident in my ability to quickly identify the root cause of any issue and then provide the right solution. Furthermore, I am passionate about learning new technologies and staying abreast of industry best practices.

I believe my knowledge and experience make me an ideal candidate for the role of Tech Support Analyst. I look forward to discussing this opportunity further and I thank you for your consideration.

Sincerely,

**Your Name**horizontal line