Dear Kathy.

As a recent Bachelor of Information Technology (Networking) graduate, I would like to enquire about positions available within your organisation and provide you with my details for your records.

I have had a strong interest in IT since a young age. I have always enjoyed the challenge of being able to identify faults and work to resolve them. Encouraged by this passion I have recently graduated as a Bachelor of Information Technology with a major in Networking.

While studying I worked as a provider of casual support for IT-related issues on a referral basis. I also worked part-time at Drew Smith Electronics. A technically competent individual, I have a passion for all things technological and a desire to establish a career as an IT professional.

I have been recognised for my high level of motivation and my strong communication skills. I am able to adapt my communication style to reflect the needs of any audience. I have a high level of problem-solving skills and a willingness to focus on my ongoing professional development.

I firmly believe that I can be a valuable asset to your team. I welcome the opportunity to speak with you about this position and how my experience could help [insert name of company] achieve its goals.

I look forward to hearing from you

Sincerely

John Smith

**For resume please scroll to the next page**

**John Smith**

1. Cornwall Ave ⚫ Sydney ⚫ Phone: 0400 000 000 ⚫ John@somedomain.net

**Career Objective**

To secure a position of an ICT Technician in a reputed IT company on basis a computer science degree and in-depth working knowledge about networking and different operating systems.

**Key Skills**

|  |  |
| --- | --- |
| * Routing Technologies Corporate Communications
* Creative Team Leadership
* WAN Technologies Web & Print Content Development
 | * Wireless Technology Sales Collateral & Support
* Network Security
* Hardware Maintenance
* Operating systems
 |
|  |  |

**Experience**

July 2016 to present

ABC company, (Sydney)

Computer Network Technician

 **Job responsibilities:**

* Installed, operated, maintained new and existing computer hardware and software on LAN\WAN.
* Configured hardware - system memory, partitions hard disk, and installs adapter boards, etc.
* Diagnosed all hardware and software problems for the campus. Hardware included personal computers, laptops, printers, scanners, palm pilots and other peripheral devices.
* Provided regular status reports on equipment and personnel to superior officers

**Education and Training**

**UTS, Sydney City**

**Bachelor of Information Technology**

* Major: Networking
* Graduated with high honors

**Achievements and Certification**

Microsoft certified professional

Cisco certified network professional

**References**

Name: David Lee
Post: IT Manager
Organization: SLA ICT group

Phone – 22203453453
E-mail id: lee-david@example.com