IT Technician Cover Letter Example

[Your Full Name]
[Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]

[Recipient's Full Name]
[Company Name]
[Address]
[City, State, ZIP Code]

Subject: Application for IT Technician

Dear [Recipient's Full Name],

I am writing to apply for the IT Technician role at [Company Name]. With hands-on experience in troubleshooting hardware and software issues, I am adept at ensuring smooth system operations.

In my current role at [Current Company], I have successfully resolved over 90% of the reported issues within the stipulated SLA. My proficiency in using diagnostic tools, coupled with my dedication to customer service, makes me a valuable asset.

Thank you for considering my application. I am eager to contribute my expertise to [Company Name].

Sincerely,
[Your Full Name]