
Support 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 Support Technician

Dear [Recipient's Full Name],

I am writing to apply for the Support Technician position at [Company Name]. With a proven track record in technical support and customer service, I am well-equipped to provide exceptional assistance in this role.

In my previous role at [Previous Company], I maintained an average resolution rate of 95% on support tickets. My ability to communicate effectively with non-technical users and translate their needs into technical solutions sets me apart.

Sincerely,

[Your Full Name]