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| Entry-Level Cover Letter |
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| 3665 Margaret Street, Houston, TX 47587 • youremail@gmail.com • (770) 625-9669 |
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Sept. 02, 2021

Robert Jacobson

19 16th St.

New York, NY 10005

(781) 182-1110

Robert.Jacobson@gmail.com

Dear Mr. Jacobson,

As a long-term admirer of the work done by the team at Mayflower Technologies, I’m delighted to submit my application for the entry-level IT technician position posted on Indeed.com. As a recent graduate from the University of Rochester with a B.S. in Computer Science, I’m confident that my knowledge of Linux systems, experience in backend coding, and precise attention to detail would make me an asset to the team at Mayflower.

In my former role as a student worker at the University of Rochester’s Technical Services department, I was responsible for troubleshooting a variety of technical issues for staff, assisting with server maintenance, and installing a wide range of equipment. While employed there, I assisted in the development and rollout of new department practices, and helped improve our ticket response time by 12%. I’m sure that this experience will help me pick up new skills and quickly excel as a technician at Mayflower.

I also understand that Mayflower is seeking to expand their cloud computing services. While at the University of Rochester, I specialized in and completed my thesis on cloud computing. The IT technician position at Mayflower would be an exciting opportunity for me to bring my educational background to the table, and learn more about a growing industry.

I’ve attached my resume, which further details my skills and educational background. Please don’t hesitate to reach out if you have any questions about my background. I look forward to the opportunity to speak with you further; thank you for your time and consideration.

Sincerely,

[Your Name]

**Logo

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**Dear Job Seeker,**

The “Connery” resume template exudes confidence with its bold header. It instantly makes sure your name is visible and memorable.

This template is suitable for professionals with several years of experience. The “Connery” is also excellent for anyone who wants to make a stylish statement with their resume and make their name known.

If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:

·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)

·     How to Write a Resume

·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

Once you have a great resume, pair it with a convincing cover letter using our matching [2021 cover letter template](https://resumegenius.com/cover-letter-templates/modern-templates#2021). Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:

·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)

·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)

·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Best regards,

Shape

Description automatically generated with medium confidence