

Erica Jenise Gleaton

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Dear Hiring Manager,

Thank you for the opportunity to apply for this vacant position in your organization. I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

My 15 years as an Information Technology professional and numerous professional training courses have prepared me to be successful at any role offered to me. Overall, I have consistently demonstrated leadership, problem-solving, and analytical abilities in every aspect in each of my previous roles. An exhibit of my thirst for knowledge can be shown in the number of degrees and certifications I hold.

COLLEGE EDUCATION:

Johnson & Wales University

Bachelors in Computer Information Science

Bachelors in Accounting

Providence, RI

8/2003

5/2001

INFORMATION TECHNOLOGY CERTIFICATIONS:

- Certified Information Systems Security Professional (CISSP)
- Management Professional (PMP)
- Certified Ethical Hacker (CEH) v10
- Comptia Security+ v501
- AWS Certified Solutions Architect – Associate
- Certified Scrum Master (CSM)
- ITIL Foundation v3
- MTA Networking
- Comptia A+
- Microsoft Office Specialist 2016 Master
(Access, Excel Expert, Outlook, Powerpoint, Word Expert)

I invite you to review my detailed achievements in the attached resume. After reviewing my resume, I hope you will agree that I am a competitive candidate that will add-value to this role.

Thank you for your consideration, and I look forward to discussing how my skill set and abilities will benefit your organization.

Sincerely,

Erica Jenise Gleaton

Erica Jenise Gleaton

Professional Polymath