

Michael Haley
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London
NW6 4RD

11 June 200X

Name
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Dear xxxxxxxx,

Ref: XXXXX

I am writing with reference to your advert for the position of XXXXXXXXX, and enclose my Curriculum Vitae for your consideration. I am a Microsoft Certified Desktop Support Technician with six months' practical experience of providing first line support to laptop, desktop and Blackberry users. I have a Degree in Information Technology in Industrial Systems (ITIS), a Masters Degree in Management and am currently studying towards an MCSA/MCSE in Windows Server 2003.

I am looking to secure a challenging position where I might have the opportunity to further develop my IT skills within a forward thinking business environment.

I possess a breadth of experience across a variety of fast-paced commercial environments. My work experience to date has enabled me to develop effective time management and customer facing skills. I possess strong communication and interpersonal skills as well as a great deal of energy and enthusiasm. I find I am able to comprehensively translate complex technical information to people at all levels. I am competitive, innovative and persuasive, and enjoy working within a challenging environment.

My experience and achievements I feel would create a positive impact upon your organisation and I would welcome the opportunity to discuss my application further. I am highly committed to developing a career within an organisation that will allow me the opportunity to progress as I achieve my goals.

Should you require any further information please do not hesitate to contact me.

Yours sincerely

Michael Haley

Enc CV