Min Park

Crestwood, KY 40017 • (555)555-5555 • min.park@monster.com

Oct 26, 2026

Dear Hiring Manager,

I am writing to express my interest in the Computer Technician position at Tech Solutions Inc. With a Bachelor of Science degree in Information Technology and eight years of experience as an IT Support Specialist, I have developed a solid foundation in technical support, hardware repair, and network management. My career has been driven by a passion for technology and a commitment to providing exceptional service.

At my previous role, I honed my troubleshooting skills by diagnosing and resolving various hardware and software issues across multiple devices. My detail-oriented approach ensures that I maintain accurate records of service requests while prioritizing customer satisfaction through effective communication.

Collaboration has always been at the heart of my work style. By fostering strong relationships with colleagues and clients alike, I have contributed to team success while adapting swiftly to new technologies as they emerge. This adaptability allows me to manage multiple tasks efficiently in fast-paced environments.

Tech Solutions Inc.'s dedication to integrity, innovation, and excellence resonates deeply with me. As your team focuses on empowering clients through comprehensive IT solutions, I am excited about the opportunity to be part of an organization that shares my values.

Thank you for considering my application. I look forward to the possibility of discussing how my background can contribute positively to your esteemed company.

Sincerely,
Min Park