James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub: Cover Letter for the job role of Desktop Support

Dear Mr. or Mrs. or Ms. HR Manager,

I am writing this letter to apply for the position of desktop support at XYZ company, further being a knowledgeable candidate and an experienced one also I think I would be a perfect suit for the job role. Furthermore, I am also highly committed to the field of giving support and is also cohesive with a knowledge base of being independent in the job responsibilities, and would also exceed your expectations.

I have a degree in (mention the name of your degree) and have also been acknowledged with achievements such as (mention the achievements). In addition, I believe that my expertise in problem-solving and giving engaging support to the personas in need would be beneficial for procuring this job opportunity.

During my job tenure at (mention the name of the organization), I was able to draw several efficient projects, which eventually aided me in procuring the posting of senior desktop support. In this context, I was responsible for duties such as installing and configuring software programs and was also known to the operating procedures. Further, while delivering commitment towards remote users and on-site users I made sure that the first call resolutions needed to be between 60-80%, moreover, with utmost consistency. I managed to pull off solutions for several complex problems which eventually supported me in getting positive feedback from the clients.

I am pretty much sure that the aforementioned attributes about myself would not be enough thus, I am here to attach my resume with this letter which I think would help the hiring team to get an in-depth overview of my efficacies.

Thanking you in gratitude.

From

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]