

Client Name
45 Entry Level Rd. - City, ST 12345

(333) 555-1212
clientemail@noemail.ca

PROFESSIONAL OBJECTIVE

Eager to apply academic and professional background towards launching a successful career as an IT Specialist with an employer offering opportunities for professional development in exchange for demonstrated drive and commitment to superior job performance.

EDUCATION

Client College - City, Canada

Computer System Technician Diploma, 2003

University of Name, Location

Bachelor of Commerce, Accounting Systems, 2000

TECHNOLOGICAL EXPERTISE

- Online Applications and Networking Security (Various Operating Systems)
- Web Design Packages including HTML/DHTML/ASP/JavaScript
- Windows 2K Pro/2K, Server/XP, Linux i386/586, Netware
- VB, VBS, Java, Perl C

PROFESSIONAL EXPERIENCE

Name Of College - City, ST

2001-2003

Network Administration Assistant/Lab Monitor

- Effectively apply expertise in technology solutions to provide comprehensive Help Desk support.
- Strategically install and upgrade network computer applications, upgrade and maintain computer hardware, and perform critical backups.
- Instrumental in enhancing system security integrity through thorough evaluation, identification and patching of new holes.
- Additionally entrusted with maintaining classroom audio/video equipment.

Company Ltd. - City, State

1998-1999

Junior Accountant

- In charge of managing all accounts receivable, accounts payable, and general ledger functions.
- Took the initiative to develop department Lotus Notes and MS Access/Excel applications to optimize efficiency and productivity.
- Collaborated with team to facilitate updates of daily sales reports vital to supporting management in defining and executing targeted business development strategies.

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Date

Hiring Agent Name

Title

Company Name

Address

City/State/Zip Code

Dear _____:

I am currently seeking a challenging career opportunity in an entry-level IT capacity and am submitting my resume for your review. In advance, thank you for your time and consideration.

As demonstrated in the accompanying resume, my professional qualifications include: Recent completion of a Computer System Technician Diploma, as well as 2 years' experience as a Help Desk Troubleshooting Technician/Assistant Network Administrator. Areas of technical expertise include:

- Installations, Upgrades and Backups
- Online Applications and Networking Security (Various Operating Systems)
- Web Design Packages including HTML/DHTML/ASP/JavaScript
- Windows 2K Pro/2K, Server/XP, Linux i386/586, Netware
- VB, VBS, Java, Perl C

I readily adapt to new environments and enthusiastically take on new responsibilities and challenges. Additionally, I am equally effective in team-oriented and self-driven professional environments.

As an employee, you will find me to be a driven team player committed to supporting you in achieving your objectives through superior performance. I am confident that I could be a valuable asset to your firm, and look forward to interviewing with you in the near future so that I may have the opportunity to prove this to you in person.

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