

Sample Cover Letter – Experienced

Imran Afzal

100 No Such Place Ave,

New York, NY 10000

Imran_ny@hotmail.com

917-000-0005

Vandelay Industries

25 Some Wannabe Ave

New York, NY 00001

Dear Mr. Russell,

Please accept the attached resume for the position of System Administrator as recently advertised on indeed.com. I've had the pleasure to review the company's website and went over the job description, and am very enthusiastic about the position. I believe that my combination of technical skills, experience and business sensibilities would serve Vandelay industries well in this position.

Attached resume includes all the details about my career and education background but here is a quick summary about myself that will highlight how I can be the perfect match.

At my current position as a Help desk technician I build, manage and troubleshoot hundreds of servers. I provide first/second level support to thousands of internal or external customers. My professional experience includes diagnosing and addressing complex hardware and software issues. Also I maintain the highest level of system security and educate users on the latest system updates and technologies. I have saved millions to my company by introducing XYZ.

I am very much interested in speaking with you to discuss the value I can bring to Vandelay industries. I can be reached at the above telephone number or email address. I look forward to hearing from you.

With best regards,

Imran Afzal