**Robert Smith**

**Computer Lab Assistant**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I was thrilled to run down the posting for an available position of Computer Lab Assistant at (company name xxx) in {newspaper or website name aaaa}. With an experience of 2 plus years in the field, I have evolved and sharpened my professional skills that perfectly aligns with the job profile.

I have an associates’ degree in the field that has helped me to acquire a deep understanding of computers and its applications. Being a competent and skilled Computer Lab Assistant, I am capable of identifying the issues and fixing them as soon as possible. Furthermore, I keep myself up to date with the new software to be able to provide practical solutions and services to computer users.

My work responsibilities at my current organization are:

* Assist the students if they face any difficulties while using the computer.
* Resolve the technical issue.
* Ensure proper cleaning of the computer system and its peripheral devices.
* Ensure that the installed software program does not contain any viruses.

I am confident that my computer know-how and technical savviness would contribute considerably to the growth of your company. In the enclosed resume, you can get insight into my educational background, notable achievements, and prior experience. I look forward to discussing with you my skill set and your expectations from the role.

Sincerely,

[Your Name]

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