

**Robert Smith**

**IT Engineer**

[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],

In response to your job ad advertised in the \*\*\* for the post of a new IT Engineer, I am writing this letter. As per my knowledge, \*\*\* has been a pioneer in software solutions and is a leader in all forms of technological advancements, and this is one quality I have always admired and wanted to work for. I believe that my experience and ability to monitor and maintain the firm's IT systems will make me the ideal fit for this role.

Over the years, I have worked at \*\*\* developing my coding, troubleshooting, and networking skills. In various roles, I was accountable for network management, fixing IT systems, managing a team of front and back-end developers, etc. Throughout my career, I have always given priority to finishing tasks within given timelines, which earned me an \*\*\* award in the \*\*\* year.

Having said this, I would like to present below some of the highlights of my qualifications:

* Graduated with a bachelor’s degree in computer science from the University of \*\*\*\*
* Have certification in \*\*\*\*\*\*, \*\*\*\*\*\*, \*\*\*\*\*, and \*\*\*\*\*\*.
* Advanced through successive positions from an intern to a Junior IT Engineer.
* Successfully arranged and executed many IT solutions.
* Been up to date with industry trends by doing extensive research.
* Recognized numerous previously undiscovered network problems in many projects.
* Installed the necessary hardware and software for my organization as well as for clients' firms.

My proven ability to manage a large team of developers, along with my solid skills in IT programming and management, will contribute immensely to the success of \*\*\*. Looking forward to speaking with you soon.

Thank you for your time and consideration.

Sincerely,

[Your Name]