

# Entry-Level Cover Letter

 your.name@gmail.com

 (123) 456-7890

 142 Your Address Blvd, City Name, CA 12345

---

Hiring Manager's Name  
341 Company Address  
Palo Alto, California 94301  
(555) 239-5678  
hiring.manager@gmail.com

Dear [Hiring Manager's Name],

As a long-term admirer of the impressive work being done by the team at Mayflower Technologies, I'm delighted to submit my application for the entry-level IT technician opening posted on LinkedIn. As a recent graduate from the University of Rochester with a B.S. in Computer Science, I'm confident that my knowledge of Linux systems, experience in backend coding, and precise attention to detail would make me an asset to the team at Mayflower.

In my former role as a student worker at the University of Rochester's Technical Services department, I was responsible for troubleshooting a variety of technical issues for staff, assisting with server maintenance, and installing a wide range of equipment. While employed there, I assisted in the development and rollout of new department practices, and helped improve our ticket response time by 12%. I'm sure that this experience will help me start contributing quickly at Mayflower.

I also understand that Mayflower is seeking to expand their cloud computing services. While at the University of Rochester, I specialized in and completed my thesis on cloud computing. The IT technician position at Mayflower is an exciting opportunity for me to use this educational background, as well as learn more about a growing industry.

I've attached my resume, which further details my skills and education. Please do not hesitate to reach out if you have any questions, and I look forward to the opportunity to speak with you further. Thank you for your time and consideration.

Sincerely,

[Your Name]