

## Entry Level IT Cover Letter Template

John Ayomide  
6 James Avenue,  
Ikeja,  
Lagos.  
January 23rd, 2019.  
080\*\*\*\*\*

Mr. Peter Samson,  
Human Resource manager  
MyJobMag Limited  
7 Atunwa street,  
Opebi,  
Lagos.

Dear Mr. Peter,

It is with great passion that I apply for the post of an IT Assistant that was advertised on your website. As a fresh and passionate IT graduate with a good knowledge of emerging technologies and advanced trouble-shooting.

As a result of my passion for IT, I have been able to build and develop certain skills on my own taking online tutorials and courses. Some of the skills I have acquired include;

- Computer software and hard ware configuration
- System networking
- Installation of computer peripherals
- Data analysis

I have successfully completed 3 months IT internship at Build IT Nigeria and I am ready to take a more challenging role owing to the following qualifications;

- Competent in distributing, assembling and collecting IT client services computer equipment and troubleshooting problems associated with both hardware and software
- Well-versed in managing user and email accounts for employees by using Active Directory and Exchange Server
- Deeply familiar with providing technical assistance to configure, install and maintain desktop computing devices, including laptops, printers and workstations

Over the years, I have been greatly inspired with MyJobMag Limited IT solutions, and have always wanted to be a part of the team. Having the opportunity to work with ABC group of companies will help me contribute to society. I would welcome the opportunity to discuss the job role. Thank you for the consideration.

Sincerely,

John Ayomide