

ICT Internship Cover Letter

Your Name
Address
City, State Zip Code
Phone Number
Cell Phone Number
Email

Date

Name
Title
Company
Address
City, State Zip Code

Dear Mr. /Ms. LastName:

It is with great interest that I apply for the internship role in ABC Company that was advertised on the newspaper. As a fresh graduate of Information Technology with an extensive knowledge of diverse IT systems and implementation. I believe that I would be a great asset to this company.

My background in ICT has prepared me to excel in this internship. My previous internship helped me to get hands-on experience in system operations and user support. With a strong foundation in a variety of technological systems, my technical abilities and soft skills (interpersonal skills, communication skills) has put me in a position that will enable me thrive in this field.

Considering this company's years of experience in system operation and the massive project that this company has handled, I know that this challenging environment will be a great place for me to build a good experience in ICT while I contribute in my own capacity to the goal of the organization.

These are the highlights of my ICT background:

- Good knowledge of equipment operation
- Website development/ maintenance
- System support
- Intermediate programming skills
- Good knowledge of programming soft wares like; Adobe Dream waver
- Expert knowledge of MS Office tools (Word, Excel, and Power Point)

With my educational background in ICT and my enthusiasm for this role, I believe that I would be a great asset to this company. I look forward to discussing this opportunity with at a scheduled time.

Thank you for your consideration.

Signature

(Name)

equipment operation, application prototypes, website maintenance, systems support, and logistical oversight to facilitate organizational success.