

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the IT Support Specialist position at [Company's Name] as advertised on [where you found the job listing]. With a solid background in IT support and troubleshooting, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company], I successfully resolved numerous technical issues related to hardware and software, achieving a [specific achievement or metric]. My experience includes providing remote support and training to users, and I am well-versed in various operating systems, networks, and troubleshooting tools.

I am particularly impressed with [mention something specific about the company or team], and I am eager to bring my skills in [specific skills relevant to the job] to help enhance your IT services.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the success of [Company's Name].

Sincerely,

[Your Name]