

K Y L E R O B E R T B A L I T Z

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COVER LETTER 5/25/2021

To Whom It May Concern,

This letter is to express my interest in your Computer Science / Information Technology listed. A resume describing my qualifications, skills, licenses, work experience, and education is enclosed.

As my professional experience demonstrates, I have expertise in troubleshooting, diagnosing, and solving computer-related problems. I also have the ability to assemble and disassemble computers, laptops, and mobile device along with knowledge in installing, upgrading, maintaining, and repairing computer and network systems. I am learned in network skills including Cisco VLAN switch and port configuration, server management, and image deployment. I been cited by my employers for being exceptionally detailed, organized, reliable, and a quick learner with call center experience for example when working for Best Buy as a Deployment Operations Center L2 Analyst. My educational background and qualifications include a currently renewed 2019 CompTIA A+ Certification (220-1001 (Core 1) / 220-1002 (Core 2)) and a BS in Technical Management with a 3.8 cumulative GPA track record. As indicated in my resume I have a diverse array of Computer Science / Information Technology skills primarily focusing on Microsoft Operating Systems, Hardware, and Software. I am confident my reputable work history with my employers, and the high-quality education, skills, and training I have received, along with my hard work ethic and willingness to learn, makes me a valuable investment for your company. Since technology is ever-changing, I also plan to further my education and plan to receive a CompTIA Network+ and Security+ certification in the near future, making me an even more highly sought-after employee for the future of your company.

I will be in contact with you next week to further discuss how I can contribute to your company's success. If you have any questions or would like to converse about my resume, please contact me at the above email address or phone number. Thank you in advance for your time and consideration; I look forward to speaking with you soon.

Sincerely,

Kyle Balitz