

Mr AB Russell
PO Box 76-564
Manukau City
2241

Attention: To whom it may concern
Auckland

Re: IT Engineer / IT Support

Dear Sir / Ma'am,

I feel that I would be the best person for this position as I have been a Microsoft Certified Systems Engineer for many years and I have a broad knowledge and experience base.

I have a friendly disposition with a "can-do" attitude and am always willing to learn and pick up new ideas. I use my initiative and thrive in a fast-paced environment. I am proactive and willing to go the extra mile. I am driven by high standards which I set for myself and enjoy building relationships with my customers.

I have been involved in the IT field for many years and I started working at HEB Construction Ltd, a Civil Engineering Company, in October 2005 who are based in Drury (South Auckland). I form part of the company's own in-house IT Team, and we are responsible for the entire IT infrastructure of the HEB Group of companies: HEB Construction, Marphona Farms, Green Valley Dairies, and Bruce Pulman Park Trust. The company has several hundred laptop and desktop users divided between Drury and its various offices and site offices jotted around the country. Most sites have at least switches and an ADSL connection, and PVC links have been established between Drury and the main site offices. The supported Operating Systems are Windows XP Professional and Windows 2003 Server, however there are a couple of Windows 2000 and Windows 98SE in the mix.

I feel that I will be of great benefit to your company based on my knowledge and industry experience. I trust that you find the aforementioned and the attached are in order and I look forward to your response.

I look forward to hearing from you in the not too distant future.

Yours sincerely,

Tony Russell

(DMS, MCSE, A+, Network+)

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