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**Name O. Name**

122 Arbor Dr., Apt. 18, Oxford, WI 54409

Residence: (608) 555-1234 • Email: Email@earthlink.net • Mobile: (608) 555-4321

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December 3, 2006

Hiring Agent Name, Title  
Company Name  
Address  
City, State Zip

Dear Recruiter:

Perhaps you are interested in hiring a System/Network Administrator with **superb troubleshooting skills** and dedication to consumer satisfaction. I believe that my extensive experience in installing, maintaining and troubleshooting various types of computer hardware and software will be extremely valuable to your company.

My background, qualifications and work experience in networking, systems engineering and security appear to be well suited to your company's specific requirements. I am confident that I can make a significant contribution to your company, specifically by providing excellent technical services and support to your company and clients.

My achievements range from setting up and installing top-notch network solutions for various companies as a consultant to providing support for Windows, UNIX, Solaris and Linux hardware, software and connectivity for major corporations. I would like to offer my exemplary communication and technical skills to your company, as well as my **dedication to providing superior network administration.**

Please refer to the accompanying résumé to provide you with further details of my qualifications, in consideration for this position. I believe that I can be an asset to your company and I would like to meet with you to discuss your company goals and my ability to meet them. I will contact your office to inquire about the possibility of a meeting.

Thank you for your time and consideration.

Sincerely,

**Name O. Name**

Enclosure