

Jazmine Higgs

Deskside Support Technician | j.higgs@myemail.com | (876) 543-2109 | 654 Main Boulevard, Columbus, OH 43210

March 15, 2021

Cindy Atkinson

Senior Hiring Manager
Forge Biologics
(654) 321-0987
c.atkinson@youreemail.com

Dear Ms. Atkinson,

Successfully troubleshooting 98% of network issues within two hours was my most significant achievement of 2020. My manager stated that my outstanding contribution was integral to the company's smooth operation, and I hope to offer the same efficient technical support as an IT Technician at Forge Biologics.

As a highly skilled practitioner with 2+ years' experience maintaining and fixing Mac and Windows software and hardware, the opportunity to use my abilities to further Forge Biologic's crucial research into gene therapies excites me. My recent achievements include:

- Providing workplace software orientation and training to four new hires in 2020 and delivering ongoing support
- Preparing over 50 new Mac and Windows computers for distribution to employees
- Receiving praise during my annual performance review for my swift and efficient handling of all hardware problems

I wish to meet to explore how my in-depth technical knowledge and keen attention to detail can further Forge Biologics' reputation as a leader in genetic research. Please feel free to contact me to schedule an interview.

Sincerely,

(Insert Signature Here)

Jazmine Higgs

P.S. I would love to tell you why I was promoted just six months after starting my current role.