

BERNIE MAGTULOY

City, Province
Mobile: | E-mail:

RE: <Job title applying for here>

Date: March 2023

Company: <company name here>

Location: <city of company here>

Dear Hiring Committee, I am writing to express my interest in the available position within your organization. As a result of my previous experience and ability to adapt to new roles in a timely manner, I strongly believe that I would be an excellent fit within your company.

As an experienced administrator with a strong background in managing office operations, financial transactions, and customer service, I have developed the communication and organizational skills required to manage and support a team of IT professionals. I am skilled in coordinating appointments, seminars, and meetings, proficient in record-keeping, maintaining contact records, and office facilities management. My experience as an independent director has allowed me to gain strong managerial expertise from a family business and establish processes to ensure effective working relationships and the achievement of goals.

In my previous role as an IT Support Specialist & Computer Instructor, I provided technical support and maintenance for computer hardware and software systems, including diagnosing and troubleshooting technical problems. I also designed and delivered instructional materials, such as manuals and user guides, to support training programs. Additionally, I responded to technical support inquiries from customers promptly and professionally. With my abilities excellent communication skills, ability to perform well under pressure, meet tight deadlines and handle multiple tasks simultaneously; combined with my capabilities to quickly pick up on new systems, I am confident that I can excel in this role.

I have enclosed my resume so that you may be able to have an in-depth look at my professional history and qualifications. I would strongly appreciate the opportunity to discuss more with you in an interview. Thank you for your time and consideration. Kindly contact me should you require any additional information.

Sincerely,
Bernie