

## COVER LETTERS

# INFORMATION TECHNOLOGY

Page#	Table Of Contents
2	Network Support I
3	Network Support II
4	Technical Support
5	Software Developer

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**Humber College Career Services**

NORTH CAMPUS: Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Student Welcome and Resource Centre, First Floor, WEL105, 416.675.6622 ext. 5028

www.careers.humber.ca | facebook.com/careercentrehumber | twitter.com/humbercareer

## MAC I.N. TOSH

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(519) 444-4444  
macintosh@humbermail.ca  
[linkedin.com/in/macintosh](https://www.linkedin.com/in/macintosh)

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April 10, 2016

Ken Taylor  
Director, Human Resources  
Orange Kappa Inc.  
Richmond Hill, ON M7B C5F

RE: NETWORK SUPPORT

Dear Mr. Taylor:

The job description sent to the Career Centre at Humber College indicates a preference for self-motivated applicants who are technically adept and able to adapt easily to rapidly changing technologies. I am confident that you will find me well qualified for the available **Network Support** position.

The following are a few highlights of my skills, which I acquired during my studies at Humber and through my employment with the Hugh MacMillan Rehabilitation Centre:

- Network operating systems (NetWare 3.x, NetWare 4.x)
- Network hardware (Novell, TCP/IP)
- LAN (Ethernet and Token Ring), WAN technologies
- Software packages (including: MS Office, cc:Mail, Lotus Notes, SQL databases)
- Installing expansion boards, disk drives, and other peripherals
- Installing Windows operating system and Windows-based applications

Given the opportunity, I am confident that I would prove to be a valuable asset to your company and contribute to the success of your team. I welcome an opportunity to meet with you to discuss my qualifications in more detail. I can be reached at the above telephone number or email address. Thank you for your consideration.

Sincerely,

Mac I.N. Tosh  
Encl. Resume

# Bart Sears

55 Sherry Gardens  
Violet Hill, ON W0W 1G1  
416.666.6666  
bsears@rogers.ca  
[linkedin.com/in/bartsears](https://www.linkedin.com/in/bartsears)

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March 3, 2016

Will B. Happy, Manager  
The Computer Spot  
155 Lark Avenue  
Scarborough, ON M4C F5F

RE: NETWORK SUPPORT

Dear Mr. Happy:

Recently, I have been researching the leading local companies in the Greater Toronto Area. I have been searching for companies that are respected in their field and provide on-going training programs. Among all my searches, The Computer Spot keeps emerging as one of the top companies in the area.

I will be graduating with a *Diploma in Computer Network Support Technician* this spring. As a hard-working and well-disciplined individual, I have maintained an honors standing while working part-time as well as taking an active part in campus life. Through my volunteer and part-time positions in Humber Student Services Department, I have developed strong interpersonal, organizational, and leadership skills. In addition to training staff in the use of computer software packages, I assisted in the recruitment, training and evaluation of peer tutors.

My work in the service industry has taught me responsibility and commitment. As an Administrative Assistant, I worked on my own and was responsible for running the department efficiently without managerial direction during my shift. As well, I have learned diplomacy in my dealings with customers and am committed to providing the best service possible.

I am very interested in pursuing a career with The Computer Spot. I look forward to the opportunity of meeting with you to further discuss my qualifications. I can be reached at the above telephone number or email. Thank you for your consideration.

Sincerely,

Bart Sears

**Harry Greenback**  
1005 Bundley Circle,  
Chatsworth, ON N0G 1H0  
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harrygreenback@yahoo.com  
linkedin.com/in/harrygreenback

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May 8, 2016

Samantha Hill  
Human Resources Manager  
Analog Corporation  
145-5<sup>th</sup> Avenue West  
North York, ON M5G 1J6

**RE: Technical Support**

Dear Ms. Hill:

Matthew Frook of ABC Computers told me of your necessity to find a Computer Lab Assistant. Mr. Frook believes, as I do, that my qualifications are a good fit for your company.

As a graduate student at the Humber Institute of Technology and Advanced Learning, I was responsible for managing five student computer labs. This experience has enhanced my ability to think and work productively under pressure.

I am organized and detail-oriented, work well under pressure and meet deadlines with precision and efficiency. I seek a creative, growth-oriented position within a company that challenges me. I would like the opportunity to learn more about your company and the available position.

An opportunity to further discuss the contribution I can make to your company would be appreciated. I can be reached at (519) 555-5555 or email [harrygreenback@yahoo.com](mailto:harrygreenback@yahoo.com). Thank you for your consideration.

Sincerely,

Harry Greenback

**Penelope Quinn**  
**55 Ambleside Drive, Snelgrove, ON M4H 2U5**  
**(405) 777-7777**  
**penelopequinn@humbermail.ca**  
**linkedin.com/in/penelopequinn**

April 20, 2016

Marvin Bentley  
Bits and Bytes Galore  
6848 Rodeo Drive  
Caliland, ON G4M 3Y6

**RE: Software Developer**

Dear Mr. Bentley:

It was a pleasant surprise meeting you at the Computer Fair this morning. My résumé is enclosed so that it may be circulated to the appropriate individuals within your department.

As we discussed today, I am interested in working for Bits and Bytes Galore in the Toronto area. As an experienced software specialist, I have proposed, planned, designed, managed, developed and delivered major software systems to users. In addition to having technical skills, I enjoy customer service, as well as giving presentations and consulting. Bits and Bytes

Galore appears to offer opportunities in customer support and development where my computing expertise and verbal skills would be put to great use. Speaking with you was a pleasure and has given me an excellent impression of Bits and Bytes Galore. I would like to meet again to further explore the next step of our discussion. Please contact me at the above email address or telephone number.

I look forward to the opportunity of meeting with you to further discuss my qualifications. I can be reached at the above telephone number or email. Thank you for your consideration.

Sincerely,

Penelope Quinn