

HAPPY APPLICANT

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April 30, 2024

Hiring Manager
Dollar Bank
2700 Liberty Ave.
Pittsburgh, PA 15222

Dear Hiring Manager,

Please accept my enclosed resume as application for the position of Technical Support Team Leader.

I spoke with Mr. Davies, Director of IT Administration, at the Allegheny Job Fair on April 17. After reviewing my credentials, he suggested I contact you regarding this opportunity.

I've applied extensive knowledge of both software and hardware systems to resolve computing issues for both internal and external clients of varying skill levels. I believe that my depth of knowledge, complemented by results-oriented communication skills, will increase your customers' satisfaction.

I am available to schedule an interview at your convenience. You can reach me at (412) 555-5555. Thank you for your consideration, and I look forward to discussing this opportunity.

Best regards,

Happy Applicant