**C H A R L O T T E A N D E R S O N**

May, 2019

Charlotte Anderson

S Y S T E M E N G I N E E R

Company name here Street address here City, State

Zip code

**T O W H O M I T M A Y C O N C E R N :**

HELLO,

I would like to take this liberty of applying for a Systems Engineer position at KY Solutions Ltd. This unsolicited cover letter is to show my deep interest to work in your company and join the team that is renowned in the corporate industry Copyright © by [ResumeViking.com](https://www.resumeviking.com/templates/word/).

It has been 8 years since I came into this field after possessing a computer engineering degree. From my early school days, I had a knack in playing with complex numbers and formula. I always enjoyed decoding numerical puzzles and getting into the systems management of any electronic device.

I have gained an experience in systems engineering by working in two domestic soft- ware company. I am presently with One Click Technology serving in the information technology department. It has been a great journey skipping from one company to another and knowing their work procedures and discipline maintained in the systems operation. Now, I want to use this experience by joining hands with your team and providing your employees a hassle-free working environment.

Some of the experience that I would like to mention here is designing and managing smooth operation of computer systems, troubleshooting software and hardware-re- lated problems, attending client’s complex systems requirements, streamlining working parameters, and laying out systems specifications. Further, I do my work in a responsible manner leaving no scope of complaints from superiors and employees. My exceptional written and verbal communication skills help in understanding client’s requirements, and defining work concepts.

I have experience in installing all types of servers, take a backup, maintain and secure with a password. I can be work with no supervision in managing your IT systems. I am sure that you will take my application seriously and will consider me. Can I call you next Monday for an appointment? Thank you for your time.

Yours sincerely,

(212) 555 - 5555

yourname@mail.com

[www.yourwebsite.com](http://www.yourwebsite.com/)

your location