

Company name here Street address here City, State

Zip code

(212) 555 - 5555

[yourname@mail.com](mailto:yourname@mail.com) [www.yourwebsite.com](http://www.yourwebsite.com/)

your location

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 Copyright © by [ResumeViking.com](http://ResumeViking.com) and join the team that is renowned in the corporate industry.

It has been 8 years since I came into this field after possessing a computer engi- neering degree. From my early school days, I had a knack in playing with com- plex 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 domes- tic software 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 join- ing 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 man- aging smooth operation of computer systems, troubleshooting software and hardware-related problems, attending client’s complex systems requirements, streamlining working parameters, and laying out systems specifications. Fur- ther, 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.

**Charlotte Anderson**

System Engineer

May, 2019

**TO WHOM IT MAY CONCERN:**

Yours Sincerely,

**CHARLOTTE ANDERSON**