

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Junior Technical Support Representative position at [Company Name], as advertised on [Where You Found the Posting]. With a strong foundation in [Specific Technical Skill or Degree] and a commitment to delivering exceptional customer service, I am eager to contribute to your technical support team.

During my recent experience/education in [Field], I developed proficiency in troubleshooting [Hardware/Software/Operating Systems]. I am adept at translating complex technical issues into easy-to-understand solutions for non-technical users. My background in [Customer Service Experience] has equipped me with the patience and communication skills necessary to handle high-pressure support scenarios effectively.

Key highlights of my qualifications include:

- Hands-on experience with [Specific Tool or Software].
- Proven ability to resolve [Number] tickets daily while maintaining high satisfaction ratings.
- Strong analytical skills used to identify root causes of recurring technical issues.
- Certifications in [A+, Network+, or relevant cert].

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Product]. I am confident that my technical aptitude and dedication to user success make me a strong fit for your team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills can support the technical needs of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]