

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

[Date]

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

Dear [Hiring Manager Name or "Hiring Team"],

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name], as advertised on [Where You Saw the Ad]. As a highly motivated professional with a strong foundation in [Your Degree or Relevant Certification], I am eager to contribute my technical aptitude and commitment to excellence to your support team.

During my recent [Academic Career/Internship/Previous Role], I developed core competencies in [Skill 1], [Skill 2], and [Skill 3]. I pride myself on my ability to translate complex technical issues into easy-to-understand solutions for users. My background has equipped me with the patience and analytical mindset necessary to excel in a fast-paced support environment.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Recent Achievement]. I am confident that my proactive approach to problem-solving and my dedication to maintaining high levels of user satisfaction align perfectly with the goals of your department.

Thank you for your time and consideration. I have attached my resume for your review and welcome the opportunity to discuss how my skills can benefit [Company Name] in further detail during an interview.

Sincerely,

[Your Signature]
[Your Typed Name]