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Human Resources / Company Career Opportunities Recruiter

Dear Sir/Madam

I am writing to apply for IT career opportunities within your organization.

I believe I am a great candidate for administrative and supportive IT positions because I have the skillsets and flexibility necessary for the job. Not long after graduating from high school I was given opportunities to work with enterprise-level equipment and software at Penmac, and soon moved on to Positronic where I was quickly hired and chosen to be a member of the global travel team. At Positronic, I matured both personally and professionally as I endured all the hardships and obstacles over my 4 years of employment. I am reliable, strong, understanding and always strive to improve my work performance.

- At age nineteen I was selected as a global travel team member and sent to Singapore, followed by multiple trips to Puerto Rico and France throughout my employment
- At ages 20-21 I performed several major roles to assist migration from nearly one-hundred dedicated servers to new virtualized VDI environments
 - o E-mail server and Active Directory migrations
 - o Windows-based print servers and management of all network printers
 - o Deployment of TrendMicro OfficeScan to infrastructure of over 500 assets
 - o Documented and simplified group policies hastily implemented by multiple outside consultants
- Saved tens of thousands of dollars through upgrades to solid state drives and cost analysis of printer and copier upgrades, vendor comparisons, and thorough auditing of previously undocumented licensing
- At age 24 I trained the infrastructure-side of the department prior to resigning as the youngest and senior

My real-world experiences are proven demonstration of my knowledge and potential. I began learning about computers at age five and have never ceased to follow my natural curiosity, fascination and the dreams I have in working with computers and systems. As a young professional seeking career opportunities I hope you recognize the abilities and experience I would bring to your company.

I believe the Company would benefit greatly from my expertise and the talent I would bring to their IT needs. I look forward to meeting you and am available for interviews at your convenience. I am eagerly awaiting your response to this application for opportunities.

Yours sincerely,



Joshua Szanto

Enclosed is my resume for your reference.