

Matthew Downen

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Dear Sir/Madam,

I am very interested in your available technical position. I have been working with computers for the last 12 years, specifically network interoperability and cross platform interoperability and security. I have extensive customer service experience and I would love to put my skills to use enriching the atmosphere and productivity of your office. I have demonstrated a superb ability to communicate and motivate in highly chaotic situations and accomplish tasks with limited resources. I have experience in maintaining computer hardware and software, specifically Microsoft and Linux based systems. I currently maintain a subscription to Microsoft TechNet in order to continue updating my understanding of the changes ongoing within the information technology industry.

I am currently attending Metro State College through online classes and Emily Griffith in class for Computer Networking. I am available to work at any time. May I arrange an interview to further discuss my qualifications?

Thank you for your time and consideration.

Sincerely,

Matthew Downen