

Jeremy Hinz

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February 18, 2021

Joe Smith  
HR Recruiter  
GLC  
555 Some Street  
Cold Place, MN 12345

Dear Mr. Smith,

Your job posting for a Programmer Analyst excites me. I have been passionate about the technology field since using my first computer and believe I exceed the qualifications you want in an employee.


My first IT experience started as a general front-line IT Person. My manager at CHK Nutrition noticed an aptitude in me for fixing computers. Shortly after being given this responsibility, I started going to college for an AAS in Network Administration at Lake Superior College. As I completed my Networking degree, I began working at Cirrus Design within their IT Help Desk. While there, I completed over 5,000 service requests in two years. Next, I went back to CHK Nutrition to help with a server and network migration. After that project, I started a contract position with the EPA (Federal Government). I spent three months upgrading software and hardware while providing Help Desk support. After that contract ended and a few months passed, I started working at NeuroResearch Centers, where I have been for over six years. Upon starting there, I worked and obtained my Bachelor's degree in CIS Software Engineer at The College of Saint Scholastica. From there, I built out several full MS Access databases, several custom desktop applications, macros, and several server migrations. With this, replaced the phone system to be decentralized, implemented a Electronic Medical Records, plus a Telemedicine System while providing IT support. After several years I started on an AAS in Computer and Web Programming at Lake Superior College. Now, I help create, maintain, and support websites along with my other tasks.

Based on the description of the ideal candidate, I meet the following requirements:

- Bachelor's degree with 10+ years of experience in the IT field doing various work.
- Excellent communication skills that started as a Sales Rep that grew even further working in IT.
- Experience with C#, Java, Python, JavaScript, jQuery, C#.NET, HTML, CSS, WordPress, MS Access, MS SQL, PHP, MySQL, Mobile Application, and Web Graphics.
- Also Experienced in Windows client & server, Linux, RedHat, Mac, TCP/IP, OSI Model, switching, routers, VLANs, cabling, printers, computer hardware, IP phones, and OneTalk devices.

I am hoping to interview to see what your IT needs are and how my passion can help the company. I may be reached on my cell phone during the day at (218) 555-1234.

Sincerely,



Jeremy Hinz