[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]
Dear [Hiring Manager's Name],
I am writing to express my interest in the Entry-Level CCNA position at [Company's Name] as advertised on [where you found the job listing]. With my recently obtained Cisco Certified Network Associate (CCNA) certification and a solid foundation in networking principles, I am excited about the opportunity to contribute to your team.
During my studies, I gained hands-on experience in configuring and troubleshooting routers and switches, as well as understanding network protocols, IP addressing, and network security. My internship at [Previous Company/Institution] allowed me to apply my skills in a real-world setting, where I assisted in managing network installations and performing routine maintenance. This experience enhanced my ability to work collaboratively in a team-oriented environment and improved my problem-solving skills.
I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects]. I admire your commitment to [company value or project], and I would be thrilled to bring my technical knowledge and enthusiasm for networking to your esteemed company.
I am looking forward to the opportunity to discuss how my background, skills, and willingness to learn can contribute to the success of [Company's Name]. Thank you for considering my application. I hope to speak with you soon.
Sincerely,
[Your Name]