

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the ICT Support Specialist position at [Company Name] as advertised on [where you found the job posting]. With a solid background in IT support and a passion for technology, I am confident in my ability to provide exceptional support and contribute positively to your team.

In my previous role at [Previous Company Name], I successfully handled a range of technical issues, including troubleshooting hardware and software problems, maintaining network infrastructure, and providing end-user support. My responsibilities also included [specific duties or projects], which enhanced my problem-solving skills and ability to work under pressure.

I possess a strong understanding of various operating systems, IT systems management, and customer service principles. I am particularly adept at communicating technical information to non-technical staff, ensuring effective collaboration within diverse teams.

I am excited about the opportunity to bring my expertise to [Company Name] and contribute to improving IT services and support. I am looking forward to the possibility of discussing my application further. Thank you for considering my application.

Sincerely,  
[Your Name]