

[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 IT Support position at [Company's Name] as advertised on [where you found the job listing]. With a solid background in IT support and a strong commitment to providing exceptional customer service, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I was responsible for troubleshooting hardware and software issues, providing technical assistance to users, and maintaining system functionality. I successfully reduced the average resolution time for support tickets by [percentage or specific improvement], which significantly enhanced user satisfaction.

My technical skills include proficiency in [list relevant software/hardware], and I have experience in [specific tasks or projects that highlight your skills]. I am also adept at communicating complex technical information to non-technical users, ensuring that all stakeholders understand the solutions provided.

I am particularly excited about the opportunity to join [Company's Name] because of [specific reason related to the company or its goals]. I am eager to bring my background in IT support and my passion for customer service to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. I am available for an interview at your earliest convenience.

Sincerely,
[Your Name]