

# Robert (BJ) Smith

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Hiring Manager

For review by HR at your convenience,

Thank you for the opportunity to apply for the role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a hard-working professional who has been consistently praised as hard-working by my co-workers and management. Over the course of my 25-year career, I've developed a skill set directly relevant to the role you are hiring for, including data communications, desktop technology and end user support with some light programming experience and experience in trades (Construction, Plumbing, Electrical etc. Overall, I have consistently demonstrated communication, critical thinking and technical abilities in every aspect of my previous roles at my current Job and past employment, and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (574) 952-6627 or via email at [bj.smith73@icloud.com](mailto:bj.smith73@icloud.com) to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Robert (BJ) Smith