**Eddie S. Jackson**  
192 S. Struma Ave. \* Huntsville, AL \* 555-321-6843 \* ej@email.com

September 3, 2012  
  
Mr. Scott Johnson  
**6301 Kaplan University Avenue**  
Huntsville, AL 35801  
  
  
Dear Mr. Johnson:  
  
 Please find enclosed a copy of my Curriculum Vitae for the Senior Desktop Engineer position. This position has come to my attention via the Dice.com online job postings. If Kaplan University is seeking a skilled and experienced Information Systems Desktop Engineer, I would appreciate the opportunity to discuss your needs and objectives with you.   
  
 My expertise includes impeccable customer service skills, strong technical skills with troubleshooting knowledge, and an IT education backed by 30 computer certifications. Some of the specific skills are as follows:

* IT project management
* Technical writing
* Troubleshooting TCP/IP, LANs, and Active Directory

I take pride in what I do, and over the past two decades I have developed an enduring pattern of professional excellence. In review of Kaplan University’s objectives, I consider that my desktop engineering experience is in perfect line with your current needs. I would welcome the opportunity to interview for the job opportunity and look forward to hearing from you. Thank you for your time and consideration.   
  
  
Sincerely,   
  
Eddie Jackson