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LE102RY.

Monday, 23 October 2017

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Dear Sir/Madam,

I am writing to you and your company to put myself forward for positions of employment that you may have at this time. I graduated from Lancaster University with a BSc Degree in Network Engineering, Security and Systems Administration, graded 2:1. I would like the opportunity to work and gain experience in the workplace to further my career within Information Technology, Network Engineering and Systems Administration.

My recent employment history includes my position at ITCS Ltd as an IT Business Manager. Daily duties within this role include 1st/2nd/3rd Line Support for multiple clients across the country. This role includes managing a small team of engineers, providing remote and on-site support for hardware & software.

Before joining ITCS Ltd, I worked at Node4 as a Service Desk Engineer. Daily duties within this role include 1st/2nd/3rd Line Support for multiple data centres across the country. This role includes providing remote and on-site support for hardware, software, cloud applications, network infrastructure and monitoring tools.

Before joining Node4, I worked for the Nettitude Group as a Cyber Security Analyst. Daily duties within this role include security investigations, monitoring & triage via SIEM, IDS/IPS, Security Operations Centre case management and communications with internal and external clients. This role has improved my knowledge and experience with infrastructure security over multiple environments. Together with my partner, who is a Hotel Manager, we relocated from Blackpool to Burbage, Leicestershire in 2015.

Before joining Nettitude, I worked for NetDec IT Solutions in Preston as an IT Support Technician. Daily duties included supporting various systems including PC's, servers, VoIP phone systems, active directory, Microsoft Exchange, multiple operating systems, virtualization and network infrastructure.

I also held a position of Infrastructure Manager at Online-Comms Ltd, a short term contract from July 2013 to September 2013. This role included managing a small team of technicians to relocate a complete network infrastructure for the company. Designing the network, auditing, planning the network implementation, installing network equipment, cabling, installing end devices, implementing security policies and configuration of all elements within the network infrastructure were included within the role.

I consider myself to be honest, hardworking and work well on my own initiative and as a team member. I am 47 years old and I feel that my life experience, together with my knowledge and qualifications to date, provide me with the relevant attributes to fulfil a number of roles within the IT industry.

I also have training/teaching experience and qualifications, providing me with the skills to present information to a wide range of audiences, communicating via multiple platforms. I possess the skills to create and maintain training workbooks and manuals, PowerPoint presentations and Video Tutorials. With my past experience, I feel that I have the necessary attributes to deliver a wide range of services, roll-out new deployments and communicate between multiple departments. With my acquired skills, together with a proactive attitude, I feel that I can work to tight deadlines, identify service risks, provide support and communication to projects, migrations and new opportunities.

References can be supplied on request and I am available for interviews forthcoming.

Thank you for taking the time to read my letter of introduction and I hope to hear from you in the very near future. I have had annual enhanced CRB checks done for past employment positions and willing to submit any checks as required. I have a Full UK Driving Licence and my own reliable, fully comprehensive insured vehicle.

More information can be found on my personal website: <http://geton.myvnc.com>

Thank you for your consideration,

Lee Roberts