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| Re: Cover Letter  To: Whomsoever it may concern      I take pride in my work and often hear others describe me as someone who creates energy around him. I stay engaged and follow instructions well. I pay attention to details and exhibit proactive thought process.    I am a Google Certified IT Support Specialist and I have a bachelor’s of science in Psychology. I possess an excellent balance of technical and communication skills and genuinely enjoy resolving issues for customers, while focusing on good documentation.  I’d be thrilled to talk about how I can add value to this position and exceed expectations.    Sincerely,  John Smith |