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Hiring Manager

InfoSys

818 Town and Country Blvd.

Houston, TX 77024

Dear Hiring Manager,

As a student in the ServiceNow Bootcamp through NEW Apprenticeship, I am very excited to apply for your Tech Process Associate position at InfoSys. One of my former teachers, Suzie Watkins from Texas State Technical College, referred me to the NEW Apprenticeship program. Suzie knows I have a passion for learning new technologies, developing software, and analyzing problem issues. Since that seems to be the heart of InfoSys, I believe I can bring value to your company and contribute to your high quality of service management as I apply and further advance my skills, in programming, business, and technical analysis.

As a former student of Texas State Technical College and a current student of ServiceNow Bootcamp, I have succeeded in developing the skills necessary to successfully contribute to the development of software across the entire development lifecycle. I have the capability to analyze tough issues and efficiently resolve them. As a former business owner, I know that managed workflow is essential to success and I realize the intricacies of customer service and its value.

While attending Texas State Technical College, I was often called upon for special projects outside the normal classroom activities. Those projects increased my skills in time management, team work and diligence. I was required to learn and master new skills in a very short period of time. As a member of SkillsUSA, the teacher/sponsor requested I learn 3-D modeling and animation in a period of 6 weeks to enter the Texas State SkillsUSA competition. I worked on a team with one other student, and we received the gold medal at state and went on to the National Convention. Another time, I was given a project with two other students, to produce a virtual reality simulation for the college that was used as a promotional activity for new recruits. Those are just a few examples that demonstrate the qualities of communication, troubleshooting, diligence, ability to obtain new knowledge, and develop new solutions; that your company seeks in its employees to develop new strategies, create unique solutions and guarantee excellent customer service through its innovations and future initiatives.

I believe InfoSys would be a good fit for me and that I, in turn, would be a good fit for InfoSys. I hope for the opportunity to meet with you to further discuss the Tech Process Associate position. I appreciate your time and consideration.

Sincerely,

Vicky Lackey