

# Theodore Guzman

📞 (217) 555-1234 ✉️ theodore.guzman@example.com 🌐 linkedin.com/in/theodoreguzman

📍 1234 Elm Street, Springfield, IL 62704

JUNE 10, 2026

Hiring Manager  
Innovative Solutions Inc.  
Chicago, IL

Dear Hiring Manager,

I am excited to apply for the Technology Intern role at Innovative Solutions Inc. My journey in technology has led me to explore support roles with passion, particularly while working with hardware maintenance and software deployment. Each step has reinforced my commitment to contributing effectively to IT operations.

In my current position as a Tech Support Specialist at Advanced Tech Solutions, I collaborate with a dedicated IT team, managing hardware for diverse departments. We tackled challenges effectively, facing rapid deployments and equipment requests. My role emphasized real-time support, allowing me to adapt and grow within this fast-paced environment.

Previously, I served as an IT Intern at Tech Innovators Group, where each day presented fresh hurdles. I diligently organized devices for school use, ensuring all equipment was prepared for upcoming deployments. This hands-on experience gave me key insights into efficient workspace management and compliance with protocols.

My background in supporting technology teams means I am well-versed in troubleshooting. Whether it's preparing devices, organizing, or performing necessary maintenance, my skills position me to thrive under pressure. I strive to keep everything tidy while knowing when to seek assistance, fostering teamwork and promoting positivity.

The opportunity at Innovative Solutions Inc. resonates deeply, blending my technical strengths and personal growth journey. I approach each task with zeal and commitment, ensuring that I am a reliable team member. I am ready to contribute to your mission, supporting equipment upkeep and deployment.

Thank you for your consideration.

Sincerely,

*Theodore Guzman*

**Theodore Guzman**