

—○ KIERRA RAMSEY ○—  
COMPUTER SOFTWARE SPECIALIST

CONTACT

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✉️ ramseykierra@gmail.com

To

Whom it may concern

Dear,

I am pleased to write a letter to you for the position posted by your agency. In this letter I would like to introduce myself and how I would become an asset to your company.

As I have reviewed the information relating to the position at your company, I would like to consider myself as a candidate for you. I have demonstrated great achievement in the quality areas of scholarship, leadership, service, and character. I am confident that I have the necessary knowledge and skills to perform at a high level in this job category.

My main value is to honor technology and education. I have demonstrated excellence in academics throughout high school and my college career. I held and still hold high GPAs and I take courses that challenge my thinking and learning. I would be a positive and influential model at your company. As I graduate this Spring of 2023, I will hold an associate degree in computer software with a minor in cybersecurity.

I am an independent learner and worker and will be able to assist and maintain all duties appropriately. I am very flexible; and will be able to adapt to new people, ideas, and situations quickly. I portray excellent communication skills, both oral and written. I work well with others, and will bring a positive, delightful personality to the projected audience. I have shown a strong work ethic in my schooling and in my jobs and will continue to provide my best work and attitude. I am confident that I will be a wonderful asset to your company.

Feel free to reach out to me by email or phone. I appreciate your time and consideration in my application. I look forward to hearing from you soon.


Sincerely,  
Kierra Ramsey


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## PROFILE

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I am newly graduated student that specializes in computer software and cybersecurity. I have worked on several small projects ranging from web designing to writing programs. I am always looking to improve my skills and knowledge in this field.

## SKILLS

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- CYBERSECURITY
- CERT. MICROSOFT SUITES
- CERT. IC3
- HTML, PHP/MYSQL,  
PYTHON, C++, JAVASCRIPT

## EXPERIENCE

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### Hobby Lobby - Customer Service

2018-2020

I acquired many skills from my time working at Hobby Lobby. Working as a customer service manager improved my skills in customer service and managing a small number of employees.

### JCPenney – Sales

2015-2018

Specialized in displaying, selling, and assisting customers. Familiar with up-to date technology used in retail such as iPads, POS devices, and more.

### Missionary Work

2017

I went on a missionary trip in the summer of 2017 to Granada, Nicaragua. This eyeopening experience not only strengthened my faith, but also improved my communication/language barrier skills.

## EDUCATION

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### Mountain Empire

2017-2023

Associates of Computer Science: Summa Cum Laude

Associates of Arts and Science: Summa Cum Laude

### Dobyns Bennet High School

Graduate of 2017

Advanced Diploma with Honors