

Josef Čížek

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Dear Mr. Kalina,

I would like to apply for the position of IT administrator advertised on www.jobs.cz.

Although I have previous working experience mainly in another field, I have been always very interested in IT and spent a lot of my leisure time with computers. I have organized and administrated various LAN networks, done a lot of self-studying (MS Windows Server, networks) and practicing it within my small network at home. After few years as a electro technician I have decided to make a career change and focused on IT.

So last year I undertook requalification course in administration MS Windows Server 2012 and now I look for a new job in this area.

I am particularly interested in this job, as I could use my technical knowledge and develop it.

I am quick to learn, I am able to solve problems independently, I am open and have good communication skills.

Before my last employment I spent one year with travelling and working abroad so I don't have problems with speaking English.

I would welcome the opportunity to discuss further details of the position with you personally.

Please find my CV attached.

Yours sincerely,

Josef Čížek