

8.1 UPDATED SAMPLE LETTER OF TRANSMITTAL

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Dr. Marie Iwaniw
Director, Co-Op Work Study Programs
Faculty of Engineering
University of Regina
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Dear Dr. Iwaniw:

This workterm report, entitled 'Trials of a Network Administrator' was written for my second workterm which was at Western Economic Diversification (WED). WED is a government department that is across Western Canada. My office was in Winnipeg. The Winnipeg office creates economic growth in the Manitoba region. WED helps clients diversify the Manitoba economy with new industries like computers, aerospace, and manufacturing. My job was to be a network administrator and to solve any computer troubles the office experienced. In addition, I also built servers for their new network and helped upgrade existing machines and hardware.

This report explains the type of decisions a network administrator makes when running a network. Most of the concepts and approaches I experienced first hand. I would like to thank my supervisor Mark Patel, head of IT infrastructure support, for spending hours teaching me about the network and answering thousands of questions. Also, thank the Novell Netware Helpline for valuable information needed to write this report and to learn how to solve network problems. And finally to Mark Grover and Mike Santini for their knowledge about networks and assistance in making network decisions.

Your truly,

Paul Bester

