Annabel Margolis  
Chairman – Board of Directors  
Band Information Technology Corporation  
2440 North Umbria Way  
New York, NY 10005

Dear Annabel,

Years of experience in C-suite roles has prepared me well for Band’s next CIO. I have proven success in business generation, operations management, entrepreneurship, and security in higher education, private industry, and government over the past 15 years. I am seeking to leverage proven technical architecture, IT development, and software engineering abilities in a new challenge.

As CIO of Plainview University, I am responsible for the central administration of technology for faculty members, graduate, and undergraduate schools. I currently oversee a staff of 15 IT managers and specialists with a $10 million budget. During my tenure, I have initiated numerous campus-wide programs that have shaped the entire university’s technological landscape.

Before this, I was CIO for Row Chemicals in Trenton, New Jersey from 2004 to 2013, where I designed reliable and high performing Service Oriented Architecture solutions. From 2004 to 2008, I was CIO of the State of New York, where I oversaw the strategic management and direction of the state’s technology resources and network infrastructure.

Please consider the following career achievements:

* **Plainville University**: Founding executive director of Plainview OpenCourseWare – the original Massive Open Online Course.
* **Row Chemicals**: Created enterprise software suite to assist business process flows, event flows, and GUI frames with over $110 million in revenue.
* **State of New York**: Spearheaded several public infrastructure anti-hacking projects in conjunction with the Department of Homeland Security.

After our initial discussions about the role, I researched into the background of Band. With an established enterprise product, your teams are ready to spearhead new technical initiatives with your current customer base. Together, we can continue to develop new areas of success and build long term growth.

I look forward to scheduling an interview at your earliest convenience. Please call 718.912.4126 or email me at youremail@gmail.com. Thank you for your consideration.

Sincerely,

Your Name