**123 Main Street, San Francisco, CA 94122**

**Home : 415-555-XXXX**

**email@example.com**

**Dear Mr. Hargrove,**

I was excited to learn of the available Information Systems Manager position available at your company and am writing to apply for the position. I have garnered six years of increasingly responsible experience in a similar role at Data Solutions Technologies. Additionally I hold a Bachelor’s Degree in Computer Information Systems and extensive knowledge of current technologies and applications.

My current role calls for me to analyze the company’s systems hardware and applications and recommend updates and upgrades to senior executives. I direct the IT department in all installations of new hardware and software and then provide for staff training as needed across departments. I am constantly investigating new technology and making suggested updates as needed. Keeping a company’s information technology infrastructure up-to-date helps businesses to stay current. I am very knowledgeable and also possess excellent written and verbal communication abilities. My leadership and presentation skills are likewise exceptional and allow me to clearly communicate tasks and needs.I would make an excellent choice as your Information Systems Manager.

I offer a blend of high-level skill and experience to the role. I request that you carefully review my attached resume and call me as soon as possible to arrange an interview.

**Sincerely,**

**Samuel Martin**