**[Date]**

**[Hiring Manager’s Name]  
[Title]  
[Business Name]  
[Address]**

**Dear Mr. or Mrs. [Hiring Manager’s Last Name]:**

**Subject: [Position Title]**

I would like to express my interest in your IT Manager position. I have been recognized in my career for successes in positions of progressive responsibility, project management and network analysis. I hope to build on my professional accomplishments while providing valuable insights to your organization.

With 15 years of experience and a result-oriented approach, I can provide hands-on technical expertise in the following areas:

Progressive leadership with supervisory experience leading in project management and human resources.

Organizational and strategic planning; building capacity while managing training and succession planning.

Management and maintenance of communication systems post-design.

Team building to successfully drive network testing, troubleshooting and system maintenance.

I believe that my expertise would be a benefit to your team and welcome the opportunity to discuss my credentials in greater detail. I have enclosed my resume further detailing my experience. Thank you for your consideration.

**Yours truly,**

**John Doe**