**From  
Enter Name  
4702 Thomas Street  
Schaumburg,IL 60173  
Phone: 847-517-XXXX  
Email id:** [**abcd@email.com**](mailto:abcd@email.com)

**Date: April 26, 20XX**

**To  
Enter Name  
The Hiring Manager  
Ascent Software Inc.  
1625 Lakeland Park Drive**

**Dear Mr. Schulz,**

I was thrilled to know that you have a vacancy for the post of a **"Technical IT Manager"** in your esteemed organization through one of the advertisements published in "The California Times" dated April 26, 20XX. I am confident that I am the perfect candidate for the job, as I perfectly match your job requirements.

I have been successfully handling the responsibilities of a technical manager for a period of about four years now. Over the years, I have managed several projects successfully and also excelled myself technically. I like to take on challenges and prove my ability to deliver better results even in pressure cooker situations. My relevant experience and technical directions have helped in surpassing the expectations of several clients as well as ensuring timely delivery.

I am fully aware of the role and responsibilities that need to be shouldered. I would like to attend the interview, so that I will be in a better position to provide details regarding my various projects. Thank you for the time and consideration.

**Yours sincerely,**

**Signature**