**IT Director Cover Letter**

**Your Contact Information**  
Name Here  
Address Here  
City, CA 90017  
Mobile: xxx-xxx-xxxx  
E-mail id: b.altexample@email.com

**Employers Contact Information**  
Mr. Name   
Technical Minds Inc  
3133 Bates Brothers Road  
Columbus, OH 43204

Date:

Dear Mr. Daley,

As I can see, for this position you are looking for someone who has more than six years of experience as an IT Director, with leadership capabilities and communication skills. According to me, I am the right candidate for this job and so I would request you to consider me for this job position.

I have been working as an IT supervisor for more than four years now, where I oversee help center reps and programming team members for ensuring that the best IT tech help is provided to all the clients. I also bring excellent IT and programming applications experience and am well versed with all the latest advances in technical field.

If you want to hire me, your IT department will be benefitted from my IT knowledge. If you need any further details, you can contact me at xxx-xxx-xxxx or e-mail me at example@email.com.

Yours sincerely,  
Name Here