**IT Director Cover Letter**

**Your Contact Information**  
Name Here  
Address   
City, Country Zip Code   
Mobile: xxx-xxx-xxxx  
E-mail id: example@email.com

**Employer Contact Information**  
Ms. NAME   
IT World  
2909 Crestview Manor  
Indianapolis, IN 46204

Date:

Dear Ms. Last Name,

I was pleased to come across your advertisement for the opening of an IT Director on www.indeedjobs.com. Currently, I am working as an IT manager. I have more than six years of experience in handling all the corporate IT delivery. I am very confident that all my skills, knowledge and experience will place me in a strong position with your organization.

My latest experience mainly consists of management of the corporate IT delivery program, which is for refreshing the current IT requirements and meeting all the business needs. This position included managing several teams inside the IT division, working on different processes, and managing the entire allocation of resources for improving and maintaining the IT systems across all the businesses.

In addition, I have participated and analyzed in some of the tender evaluations for purchases of corporate technologies and recommended and advised some of the best delivery strategies for meeting the required business needs.

I have properly managed and developed the corporate IT risk register within my team. I have also organized training events for all the new IT systems that was introduced in the business. I managed and sponsored any changes that were happening in the IT projects.

I have completed my bachelor’s degree in Information Systems Management, along with Masters in Information Technology, and I am also a certified professional in project management.

Thank you for considering my resume and application. I look forward for the possibility of an interview.

Yours sincerely,  
Name Here  
Your Signature