**December 1, 20XX  
1600 Chestnut Street,  
Philadelphia, PA 19103  
215-567-XXXX  
Example-email@hotmail.com**

**Harley Edwards  
Human Resource Executive,  
Stellar Software,  
300 S. Broad Street,  
Philadelphia, PA 19102**

**Dear Mr. Edwards,**

This is with reference to your advertisement in the "Philadelphia Business Journal", dated November 27, 20XX, inviting applications for the position of an information technology manager in your reputed organization. This letter is the introduction of my application for the said position. I have seven years of experience as an information technology manager and I am seeking employment with an organization known for the possession of some of the best IT enabled business processes.

My experience as an information technology manager has brought me in touch with all the elements of this job including the finer points that make a massive difference. I have considerable ability to link the strategic objectives with the technical infrastructure in an organization in order to provide a coherent and seamless path through the challenges that crop up during implementation of policies. The area where I have applied my talents with excellent results is providing leadership during incorporation of new technologies and adopting existing technologies to strategic changes.

My educational qualifications include a bachelor's degree in computer science followed by certifications in systems engineering and network associate. I have considerable knowledge of different versions of software and hardware. The solutions that I provide are usually a judicious mixture of the past and present technologies that are tailor made to suit the needs of the organization. It will be a great opportunity to work with a seasoned

organization like yours. I have attached my resume with this letter. You can contact me on the telephone number or the email address mentioned above.

**Yours Sincerely,  
(Your Name)**