**Christine Graham  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF**

**14th January 20XX**

**Dear Ms Graham,**

I noticed your advertisement for an IT Managers position and think I would make an excellent candidate for it.

My name is …………………., and I am currently employed in a very similar role to the one you are advertising. If you want to employ someone who can develop, implement, and enforce IT policies and procedures then I am your man. With my present employer I am responsible for directing, managing, and coordinating all of the IT related functions of the organization. My experiences makes me feel fully confident in my ability to research and analyze any technology related problems, issues, and requirements.

Although my key strengths lie in the fields of performing hardware and software installation, I also have extensive experience of web development, managing IT staff, network administration, maintaining servers. In addition to this I am proficient in programming languages such as VB.Net, ASP, HTML, and MS SQL Server.

As a responsible leader I will always represent the views of my IT program, and possessing superb communication skills means I can easily communicate with programmers, application experts and computer operators in order to exchange information and resolve problems.

Right now I am seeking the next challenge in what has already been a successful career, and would be very happy to work for a company like yours that firstly has an existing highly trained workforce, and secondly where my abilities can be put to good use.

I would very much appreciate an opportunity to meet up with you in person to discuss my application in more detail. In the meantime I would like to thank you for your time and expectantly wait to hear a positive response from you.

**Yours sincerely,**

**Your name  
Address 1  
Address 2  
Tel: 00 44 121XXX 0026  
Email: info@email.com**