**Street Address, City, State, Zip**

**Cell Phone**

**Email Address**

**Today’s date**

**Mr. Oscar Simmons, Human Resources Director  
IT & P Ltd.  
Address, City, State, zip**

**Re: IT manager Position**

**Dear Mr. Simmons,**  
I recently visited your company’s website and saw that you’re in the process of searching for an IT manager, and I would like to offer myself as a candidate for the position.

As you can read in the attached resume, I have been working in the IT for 15 years as an IT manager and IT systems manager, and have amassed much experience developing, simplifying, and building firewalls for IT network systems and applications, and resolving many complex issues involving hardware, software, or both.

In my current position, I am responsible for all technology issues for the entire company.  
I administer the firm’s WAN, and am often called upon to rescue data when computers crash. I supervise our IT team, delegating assignments to each member according to their area of expertise or ability to communicate with the various departments, and any issues that the rest of the staff cannot solve end up at my doorstep for resolution.

My responsibilities also include:

* Maintaining our system’s performance.
* Protecting our computers from viruses, spyware, ransomware, and malware.
* Debugging programs.

In addition, I implemented improved IT standards for our projects, train and evaluate new IT employees, and am very familiar with just about any computer problem that occurs in an office setting.

I would welcome the opportunity to expand on my qualifications and technical knowledge in the format of an interview.

I can be reached at 246-XXX-4680 or [Email Address].

**Leroy Coleman**

**Enclosure: Resume**