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

**Dear Mr. Butler,**  
  
As a working professional in information technology, I am very interested in the IT manager position you have listed. I believe my experience in this field has more than adequately prepared me to work with your company. I am excited to apply my acquired skills to a full-time position.  
  
The job description suggests that the most important aspect you are looking for is leadership. I spent nearly three years in a leadership position with a marketing company in their technology department. During this time, I developed a significant aptitude for delegating tasks, communicating with employees working under me, and assessing and taking charge of a situation. I am confident that I possess the skills necessary to fulfill the requirements for this leadership position.  
  
I have also gained a thorough knowledge of the technical side of information technology from a career in IT spanning more than eight years. My specific IT focus areas include consultation, support, server setup and maintenance, and project planning.  
  
I am prepared to begin working immediately. I greatly appreciate your consideration and would welcome the opportunity to further discuss this job opening with you in an interview.

**Yours Sincerely,**

**Butler**