**IT COVER LETTER**

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Amy Chan

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Dear Hiring Manager,

I am thrilled to have this opportunity to apply for the position of IT Professional with Innovation Advertising. I have enjoyed learning many new ideas and practices along the way in my long career as an IT professional, and I believe that I can contribute significantly to your business needs and goals by implementing sound IT principles. I am especially excited to team up with a proven advertising company like Innovation Advertising and help you with your endeavors to serve the business community with creative and successful advertising campaigns.

In my previous position as the head of the IT department of Centurion Law Firm, I had the privilege of leading the IT team in implementing a new business-wide adoption of an enterprise personnel and accounting software solution. I led the research for the final product and worked with the program manager in the planning, coding and implementation phases of the project. The software program was launched successfully, and the business saw gains in efficiency and cost savings.

I take great interest in staying trained and informed on the latest security and data integrity concerns. I subscribe to several relevant publications and newsgroups that send out the latest news on information security, and I have many security-related IT certifications. In my role as head of the IT department, I kept my team cognizant and trained in best practices in all their daily work processes.

Thank you for your time and consideration. I will enjoy learning more about Innovation Advertising and what your plans are going forward for your IT department. I am sure that not only can I add to your overall business goals but that your company can add valuable insights to my knowledge.

Sincerely,

Amy Chan