**123 Main Street  
Anytown, CA 12345  
555-555-5555**

[**applicant@email.com**](mailto:applicant@email.com)

**September 1, 20XX**

**Angela Lee  
Director, Human Resources  
Acme Tech  
123 Business Rd.  
Business City, NY 54321**

**Dear Ms. Lee,**

It is with much interest that I learned, upon reviewing your job, that you are currently seeking an IT Manager. As a Certified Microsoft Certified Systems Engineer (MCSE) and Microsoft Certified Professional (MCP) with 6 years’ experience in IT project management and an additional 3 years’ background as a Windows Desktop Support Engineer, I feel like my leadership and technical skills are a great match for the qualifications you require.

In my most recent tenure as an IT Manager for C.R.L. Systems Solutions, a boutique provider of network solutions to the financial services sector, I have successfully coordinated and led cross-functional technical teams in the design and delivery of state-of-the-art systems solutions to our clients. A few of my qualifications for this position include:

Demonstrated effectiveness in analyzing client systems to identify technology gaps and structure quality solutions that increase productivity, reduce costs, avert systems failure, and heighten risk management capabilities.

An excellent knowledge of Microsoft systems and products, including a comprehensive grounding in Microsoft Dynamics 365 ERP System, SharePoint, Office 365, and Azure.

A Bachelor of Science in Industrial Engineering Technology from Central Washington University.

Superb leadership and communications talents, leading by example to instill enthusiasm and project ownership in team members.

Eager to utilize my IT project management talents to support corporate clients across multiple industries, I would be thrilled to learn more about your operations. Thank you for your time, consideration, and forthcoming response.

**Sincerely,**

**Your Name**