**7389 East Avenue  
Lowell, MA 88888**

**August 30, 20XX**

**Mr. Mark Wood  
Manager HR  
Core Sols  
6635 Pleasant Street  
Lowell, MA 90019**

**Dear Mr. Wood:**

Your advertisement for the position of an IT Manager at Core Sols states that you are looking for a professional with strong IT background and insight – I’d like to take this occasion by offering my strong qualifications. As a energized IT professional working for six years in providing turnaround management, performance improvement, and corporate advisory services to companies, I am excited by the opportunity of contributing to Core Sols.

My experience and skills in IT operations, solution architecture, assessment and strategy development has been well-honed due to working in the industry during its booming era. I have a proven record of providing leadership in the evaluation, selection, and implementation of new information systems technologies and have been involved deeply in a full-scale implementation of core IT projects in the company. Specifically, I am well versed with Blackberry Enterprise Server, Citrix, Microsoft SCCM, Exchange and Active Directly and have worked extensively with all.

My information technology awareness is in a league of its own which you will determine yourself when you look through the details of the projects I have completed. It would be a great pleasure to have a chance of personal meeting to discuss my accomplishments in detail. Please feel free to contact me at (000) 888-XXXX for any further information that you may need regarding my qualifications for this position.

Thank you for your time and consideration.

**Sincerely,**

**(Signature)  
Jack Lemmon**