

October 31, 2007

Dear Sir or Ma'am:

I would like to introduce myself to your company and am enclosing my resume for your review. Given my proven record of work performance and experience in Information Technology and IT management, I would like to be considered for a position within your company.

I am an IT Manager with long-term experience in client-server environments, including telecommunications. I also have experience in other industries which guides my keen eye toward efficiency and formulating solutions in any arena.

I pride myself on being a results oriented, hands-on, creative individual with progressive experience. I have had broad experience in many industries and have spent the last twelve years in IT with the last six years in banking. My working and leadership style strongly emphasizes teamwork and efficiency. An evaluation of my resume will further acquaint you with my background and qualifications.

#### My Qualifications:

1. Twelve plus years of progressive IT experience including client-server, telephony, infrastructure, management, consulting and software.
2. Training through numerous schools, seminars and conventions.
3. Support from as simple as resetting user passwords to as large as specifying, preparing, and opening 100+ user sites.
4. Experience in industries such as construction, retail, wholesale and banking providing a broad base of knowledge to creatively bring efficiencies and solutions.
5. Demonstrated capability in providing IT leadership and excellence and meeting goals and objectives through teamwork, individual dedication, and a quality focus.

In review of my resume, you will note my growth and experience. What it cannot illustrate, however, is the degree of dedication, resourcefulness, and creativity that I can offer. A personal conversation will enable us to discuss how I can contribute to the success of your company. I look forward to becoming acquainted with your operation in the near future.

Sincerely,

*Rich Williams*

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