# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear [Hiring Manager’s Name],

I am writing to express my interest in the [Job Title] position at [Company’s Name] as advertised on [where you found the job posting]. With a Bachelor of Science in [Your Degree] from the [Your University] and over [number] years of experience in the IT industry, I have honed my skills in project management, technical support, and cloud computing, which I am eager to contribute to your esteemed team in Professional Services.

In my most recent position as a Senior IT Specialist at [Your Last Company], I managed a team of [number] IT professionals, overseeing projects from conception to completion, ensuring that they met organizational objectives and adhered to industry best practices. My hands-on experience in providing technical support, resolving over [number] client technical issues, and implementing innovative cloud computing solutions, has equipped me with the expertise to drive technical innovation and excellence at [Company’s Name].

What excites me about the opportunity at [Company’s Name] is [something you admire about the company or its projects/teams/initiatives]. I am particularly drawn to [a specific project or responsibility] and am eager to contribute my share towards its success.

I hold various industry-recognized certifications such as [Your Certifications], which complement my practical experience and underpin my commitment to staying abreast of industry trends and best practices.

I am looking forward to the opportunity to discuss how my skills and experiences align with [Company’s Name] needs in detail. Thank you for considering my application.

Warm regards,

Your Name