IT Manager Cover Letter

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Name of the Company
Job Title
Street
City, State Zip

Dear Hiring Manager,

It is with much interest that I apply for the IT Manager position you are offering. I am an experienced and driven professional with a great track record to back me up. That being said, I am confident that I would be a valuable addition to your company.

My career started more than ten years ago when I graduated from the University of Toronto with a degree in Computer Science. Since then, I have earned the title of a Microsoft Certified Systems Engineer (MCSE) and Microsoft Certified Professional (MCP). I think that my expertise, leadership, and technical skills will contribute to your company's objectives in the long run.

My experience consists of developing product requirements, analyzing support strategies for improving efficiency and productivity, as well as implementing technology projects. Furthermore, being a people person, I am great at communication and negotiation, both with clients and co-workers. Thus, leading a team is an ideal job for me. I can utilize my skills and motivate team members to do their best and increase productivity.

At my most recent job position, I successfully coordinated and led a technical team through the process of production and delivery of innovative system solutions for our clients. I was able to analyze existing systems and identify shortcomings. This resulted in quality solutions that helped increase productivity, avoid system failures, and reduce costs.

Finally, it goes without saying that I am computer savvy and proficient in Microsoft systems and products. Also, I take pleasure in teaching my subordinates and transferring knowledge to them.

I am enthusiastic to make the most of my IT skills and project management abilities. Therefore, I look forward to discussing the position and my qualifications in more detail.

I appreciate your consideration and forthcoming response.

Sincerely,
[Your Name]