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John Jobseeker

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Project Manager ■ System Architect

July 7, 2003

Ms. Wanda Wilson
Chief Information Officer
Acme Corporation
123 Elm Street, Suite 571
Anytown, ST 12345

Dear Ms. Wilson:

With this letter, I would like to offer myself for a position with your company as a Project Manager or System Architect that fully utilizes my 15 years of professional experience as a business consultant. My résumé is enclosed for your consideration.

For the past five years, I have been the lead consultant / project manager responsible for the planning, budgeting, management, staffing, and delivery of technical solutions for mid- and large sized companies situated in diverse industries. I also act in the capacity of Quality Assurance Testing Manager, Technical Analyst and System Architect which involves managing IT services including architecture and services roadmap planning, budgeting and stakeholder relations; design and implementation of integrated business processes; and operations analysis and process improvement.

I have the proven ability to design and implement workable solutions for clients while completing almost all projects on time and within budget. Some of my recent successes include:

- Implementing a solution that resulted in a \$3 million reduction in annual IT operating costs while increasing productivity nearly 40%
- Increasing IT productivity by more than 15% each year to allow more efficient and profitable use of integrated solutions
- Improving operations so that 30% of IT personnel could be eliminated
- Reducing costs by merging 24 independent operating systems into one system
- Shortening project delivery cycle time by an average of 10% by reducing or eliminating project rework time

I am interested in securing a position with your company where my abilities and qualifications can be fully applied for our mutual benefit. I welcome an opportunity to meet with you and elaborate on how I can make a substantial contribution to your company's profitability. I will contact you in a week to find out if an interview can be arranged.

Sincerely,

John Jobseeker

John Jobseeker

enclosure