Zach Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · zach.applicant@email.com

July 19, 2021

Manfred Lee

Chief Technology Officer

WebTech Solutions

123 Business Road

Business City, NY 54321

Dear Mr. Lee:

Your IT department has advertised two job openings for which my experience directly qualifies me. My nuclear power experience would translate well into the chemical industry. Both industries endure extreme regulatory pressure for environmental impact. I am highly knowledgeable and familiar with this kind of regulatory environment, and I recognize how vital IT is for the record-keeping that is necessary for dealing with that kind of scrutiny.

My IT experience gives me a unique ability to apply technology, in all its forms, to business processes. Some of the business process knowledge includes accounting, finance, facilities, inventory control, budgeting, vendor management, and various operational processes.

I have experience with merger/acquisition events, high growth challenges, technology replacement projects, and IT process improvement. I have delivered large technology projects on schedule/on budget, and in alignment with the business strategy. Companies I have worked for include Dakil Energy, Hoppy Rent a Car, Digit Equipment, and Miners Gas and Electric.

I would appreciate an opportunity to talk with you or someone in your organization to see where my skill set would be of the greatest benefit to your company. I know I could be a great asset to your department.

Sincerely,

*Signature* (hard copy letter)

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