**Srikrishna Battina**

Boyds, MD 20841

202-604-3804 • sbattina@yahoo.com • linkedin.com/in/srikrishnabattina/

Date

Name

Title

Company Name

Address

City, State ZIP

Dear (Name or Hiring Manager):

As a technically sophisticated software development project management professional with proven success as a consultant and on-staff leader in diverse business environments, it is with great interest that I am contacting [Employer Name] regarding your opening for a new [**Position Title**].

Throughout my career, I have established a track record of success by leveraging a collaborative leadership style to accomplish all short- and long-range objectives. An engaging and articulate communicator, I am able to clearly convey complex technical information and propose novel solutions to build consensus with key project stakeholders, including high-value clients and executive leadership. Furthermore, my consistent focus on remaining at the forefront of rapidly evolving technology allows me to drive enterprise-wide innovation and maintain a competitive advantage.

A small selection of my key projects and accomplishments includes…

* Developed mobile application to replace most paper documents used by field team.
* Exceeded customer expectations by supplying stand-alone extensible bill verification system for future use and test "As If" scenario.
* Designed and implemented major migration project processes saving about $1.5M in project costs.

Confident that my qualifications will meet and exceed your expectations, I greatly look forward to meeting with you to discuss this position in detail. Should you need further information, I am available by phone or email at your convenience.

Sincerely,

Srikrishna Battina

Enclosure