

Respectfully addressed to:

Human Resource Department

Dear Sir/Madam,

I am pleased to express to you herewith my interest and enthusiasm for the post of IT Manager.

I am a Master of IT with 6 year of experience working for software, service and manufacturing companies, especially nearly 2 years as a software team leader and a SAP ERP project team member in a manufacturing company.

Worked as a software team leader, I have solid experience of applying IT to a manufacturing company. I also have knowledge of ERP, in both academic and reality aspects.

Having opportunity to join an SAP ERP project from its very first day, I understand potential risks that can threaten an ERP project as well as the importance of preparation and communication in the final success of an ERP project.

Moreover, I like the manufacturing industry and I am willing to travel. For those reasons, I consider myself as a candidate for this job position.

I would like to emphasize again my expectation to work for your company. I believe that my knowledge, experience and skills are suitable for this job position.

Please refer to my attached CV for more detailed information.

I can be reached via my cell phone, 0918 923 613, or through email, leanhhuy3681@gmail.com

I look forward to an interview on this employment opportunity.

Thanks for your time and consideration.

Faithfully yours,

Le Anh Huy