Dear Mr. XXX,

I am writing to schedule an interview for the position of Chief Technology Officer. I have 20 years of IT experience and 7 years experience as a Senior IT executive for Rise Technologies. I think my IT acumen and leadership skills make me a great candidate for your organization.

My professional experience includes 20 years of working every job in the IT department before serving 7 years as Chief Technology Officer at Timestamp Technologies. I think the skills I’ve acquired through this experience make me a perfect candidate to lead the technology department of Torpedo Technologies.

Below are my most relevant skills and accomplishments:

* Bachelor’s degree in Information Technology from Duke University
* Created and Executed strategic vision for IT department of Timestamp Technologies
* Cut IT expenses by 7% through vendor re-negotiation
* Presented keynote speech at ITCon on data management in 2015
* Led IT department of 27 employees
* Recruited and retained top IT employees from competitors

I pride myself on my leadership ability and strategic vision. I take the leadership aspect of my role quite seriously, and I think this is why I’d be a great fit at Torpedo Technologies. If you would like to schedule an interview, then please contact me at your earliest convenience.

Sincerely,