Dear xxxx,

I am writing to apply for the Chief Technology Officer with New Parkland University. I am an IT professional with over 10 years of experience in the field. In my current role of Chief Technology Officer with the New Parkland School District I monitor the condition and inventory of the computers Smart Boards and tablets throughout the district.

I am incredibly organized keeping records of every piece of equipment at each school in the district on a detailed spreadsheet. I am also a thorough communicator and I pride myself on keeping key players informed of important information at all times. Most importantly I am an expert on technology able to determine what is worth investing the time and money to repair and when it is time to retire old equipment; I am also adept at budgeting for a large school system. The school superintendent recently complimented me on saving the district thousands of dollars by electing to install a new software in current computers rather than purchase new computers. It would be a privilege to bring my knowledge and skills to the Technology Department of New Parkland University as your new Chief Technology Officer.

I am quite confident that I am a superior candidate for the position of Chief Technology Officer at your university. Please contact me soon to schedule an interview as I look forward to meeting with you. Thank you for your consideration.

Sincerely,