Dear XXX,

I am writing this letter to present myself as a candidate for the \_\_\_\_\_\_\_\_\_\_\_\_ position with your company. I am very excited about the opportunity to work in this capacity for you, and believe this position would be a perfect fit for someone with my unique skills, interests, and professional expertise. My significant exposure to all aspects of IT Management and Systems Infrastructure design, along with related teambuilding initiatives and leadership execution successes, have equipped me with the critical, technical and creative abilities enabling me to thrive in the fast-paced environment at your company.

The positions that I have held, as listed in my attached résumé, have given me the experience that denotes me as a strong candidate for this position with your company. Throughout my experience as an IT executive, I have successfully provided strong support and guidance to numerous staff members, while implementing efficient and innovative technology solutions to the complex issues facing my customers, employers and staff. In addition, I helped ensure that each company’s daily operational aspects were conducted in a highly professional manner and adhered to corporate standards, industry regulations, professional ethics, and applicable laws.

Highlights of Relevant Experience:

Lead critical business/technology analysis, testing, network administration and process improvement strategies resulting in improved efficiencies, higher quality, cost containment and increased functionality.  
 Provide enterprise infrastructure guidance to medical staff, directors and executive concerning long-term strategic IT initiatives, providing best possible healthcare service and support on a national level.  
 Innovative expense reduction by more than $800K by streamlining new facility opening and bringing project in under budget and 60 days ahead of schedule.

With strong core communication skills and significant insight into IT Infrastructure Architecture, I feel that I am a knowledgeable and qualified candidate.

If you are searching for an experienced, knowledgeable and dedicated CTO or IT Senior Management professional who will generate significant insight in client service and support, and develop and oversee successful technology initiatives, please contact me to arrange an interview. I am eager to learn more about the challenges facing your company and discuss how I will make a difference.

Sincerely,