

Cover Letter, Email & WhatsApp Templates

1) COVER LETTER

Mohammad Azharuddin

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Date: [Insert Date]

Subject: Application for IT Infrastructure / Microsoft 365 / IT Operations Role

Dear Hiring Manager,

I am writing to express my interest in the IT Infrastructure / Microsoft 365 / IT Operations position at your organization. With over 10 years of enterprise IT experience, I specialize in Microsoft 365 administration, cloud operations, cybersecurity, network infrastructure, and IT service delivery.

In my current role, I manage Microsoft 365 tenant operations, lead tenant migrations, implement Intune and MDM policies, configure Azure AD / Entra ID SSO, and conduct security and compliance audits. I also handle network infrastructure including router, switch, and firewall configuration and troubleshooting, ensuring secure and stable connectivity across business environments. Additionally, I design and implement backup, recovery, and disaster recovery procedures to ensure business continuity.

A key part of my recent work involves using generative AI tools to accelerate IT troubleshooting, reporting, documentation, and workflow automation. This allows me to improve operational efficiency and service reliability without manual software development, aligning IT delivery closely with business needs.

I would welcome the opportunity to discuss how my experience in Microsoft 365, IT infrastructure, security, and AI-assisted automation can contribute to your team. I have attached my CV for your review and would be happy to provide any further information.

Thank you for your time and consideration.

Warm regards,

Mohammad Azharuddin

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2) EMAIL TO SEND CV

Subject: Application for IT Infrastructure / Microsoft 365 / IT Operations Role

Dear Hiring Manager,

I hope you are well.

Please find attached my CV for your consideration for an IT Infrastructure / Microsoft 365 / IT Operations

position. I bring over 10 years of enterprise IT experience in Microsoft 365 administration, tenant migrations, cloud operations, cybersecurity, network infrastructure, and IT service delivery.

In addition to core IT operations, I leverage generative AI tools to improve troubleshooting, reporting, documentation, and workflow automation, helping deliver secure, efficient, and reliable IT environments aligned with business needs.

I would appreciate the opportunity to discuss how my experience can support your team. I am available for interview at your convenience.

Thank you for your time and consideration.

Kind regards,

Mohammad Azharuddin

Dubai, UAE

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3) WHATSAPP MESSAGE TO RECRUITER

Hello [Name],

I hope you are doing well. I'm sharing my CV for consideration for IT Infrastructure / Microsoft 365 / IT Operations roles. I have 10+ years of experience in Microsoft 365, cloud operations, network infrastructure, security, and IT service delivery, along with AI-assisted automation for reporting and troubleshooting.

Please let me know if any suitable opportunities are available.

Thank you.

— Mohammad Azharuddin

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