CHARLES SUITS

3233 Southridge Ave Las Vegas, NV 89121▪ 310-866=1328 ▪ charles.suits@yahoo.com

[Charlessuits.org](http://charlessuits.org)

May 8, 2021

Mark Fuller, Director of Technology

9825 Stella Link Road  
Houston, TX 77025

Dear Mark Fuller:

I am excited to submit my application for Director of Technology with {Name}. As a professional with years of experience in the Information Technology sector and significant contributions as a management professional in education, I am well positioned to make an impact for the School.

During my career, I have applied my proven expertise and ongoing professional development to meeting and exceeding all objectives put before me. The following examples from my resume represent the absolute value I can deliver in this new role:

* I helped over 30 teachers integrate technology by implementing a website (see attachment).
* I helped our school install a complete wireless campus, and a projector, sound system, and a document camera in all classrooms.
* I have directed a school IT department with 7 employees and a school of over 1500 students.

Further examples of my skills and achievements are outlined on the attached document. As a seasoned professional, I am dedicated to partnering with a team with the same passion for education and student success.

I would very much like the opportunity to discuss, in person, how I can meet the demands of this role in order to advance the overall mission of your school. Thank you for reviewing this letter and the accompanying material.

Sincerely yours,

Charles Suits

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