Darrell Rainey

Address: 46 East Townshipline Road #232, Elkins Park, Pa. 19027 |

 Telephone: 215-498-8712

 Email: rain1600@gmail.com

[Date]

[Recipient Name]  
[Title]  
[Company]  
[Address}  
[City, ST ZIP Code]

Dear [Recipient]:

As a experienced well-qualified IT professional with broad experience in several key areas, including software configuration management and project management, I am confident that my qualifications and experience will be of significant value to…… Please allow me to emphasize a couple of work characteristics:

* **Solid technical expertise and troubleshooting talents** Varied cross –platform technical skills supporting software development support initiatives. Demonstrated ability to address and solve problems and meet deliverables in a timely manner
* **Ability to work within and across Teams.** I have recently worked as part of an 8 member team supporting specific applications and projects, while coordinating systems, app dev and project management resources.

I firmly believe that my background and expertise will prove valuable to …….

Please contact me at the above telephone number or e-mail address. I thank you in advance for your consideration and look forward to hearing from you at your convenience.

Sincerely,

Darrell Rainey