

**Name****Contact:** +91-xxxxxxxxxxx**E-Mail:** xxxxxxxxxxxxxxxxxxxxxxxx

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Date (*mention date of application; e.g.; 12<sup>th</sup> July 2014*)Contact Name (*mention name of the person this CL is addressed to*)Company Name & Address (*mention name & address of the target company*)Dear Mr. / Mrs. / Ms. XXX (*mention the last name*)

I am writing to apply for the position of XXX, as advertised on XXX. I hope to leverage my professional accomplishments to provide valuable insights to your organisation.

Currently working with xx organization as **Manager-IT**.

While my resume is attached for your perusal, a list of accomplishments indicative of my experience include:

- I firmly believe in **"Listen, Learn & Adapt Approach"** to remain relevant in today's IT dynamics
- Pivotal role in execution of several programs for xxxx systems for Brown Field Project
- Successfully developed network architecture for xxx clients
- A forward thinking person with excellent **communication, analytical & time management** skills; exceptionally well organized with a track record that demonstrates self-motivation & creativity to achieve corporate & personal goals

I have led the evaluation, selection and implementation of new information system technologies and have been deeply involved in the full-scale execution of core IT projects. I have extensively worked with technologies like xxxxxxxxxx and have expertise in areas such as IT Infrastructure Management, IT Strategy / Planning, IT Service Delivery / Management, IT Operations / Governance, Business/Operations Management, Project Management, so on.

In addition to my resume, my LinkedIn profile at XXX (*mention link*) includes recommendations from previous managers and co-workers. I am prepared for the next challenge in my career and look forward to hearing from you.

Appreciate your time and consideration.

Best Regards,

**Client name**

Enclosure: Resume