Hector Silva

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Dear Hiring Manager,

I am writing to you today to express interest in the IT Manager position currently offered by Crossover Software. I am dedicated and passionate about all aspects of computers and am confident in my ability to be an asset to the team. As someone who is always excited to learn and develop my skills through practical applications, I look forward to the opportunity to improve both myself and the company with my talents as an employee.

At my former place of employment, I was frequently commended for my attention to detail and ability to manage several departments worth of employees all on short notice. Additionally, performance reviews consistently recognized me as being within the top 5% in regard to problem resolution success rates.

I was selected to be the leader on a development project that created a corporate audit tracking system still used by the company today. This system saved the company close to $100,000 in its first year of use and has only returned better results each year. My team also managed to complete this project with only a little under a week prior to the deadline thanks in part to my excellent time management and motivational abilities.

Thank you for your time and consideration. I am eager to learn more about the IT Manager position you have available and am happy to answer any follow-up questions you may have at your convenience. Crossover Software is one of the leaders in IT with a track record for fostering growth in both the industry and its employees. This is something I am excited about seeing firsthand. Computers and information technology are my passion, and I can only hope that you see fit to allow me to share my knowledge and experience with the company.

Sincerely,

Hector Silva