Annalise Sinclair

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Dear Hiring Manager,

I am delighted to be applying for the position of IT Director at Innovation University. I have six years of experience in leading teams in IT development, and I am skilled at communicating plans and directives to upper management and the leaders of other departments. I have fond memories of my time spent in higher learning institutions, and I would enjoy helping Innovation University reach its goals for efficient management of online resources and security.

While at Centurion Medical, I led the IT department in all endeavors to maintain the ability of the hospital to manage patient records with an 85% improvement rate in the last two years. When Centurion Medical instituted a new enterprise software solution to install an online patient portal, I represented the IT department during the research and planning phases. I coordinated with the project manager and the other department heads, presenting the findings of the IT department on the feasibility of the implementation. During the installation and transition period, I successfully managed the smooth transition for patients and employees.

A competent IT department handles technical issues promptly and capably. In my role as head of IT for Centurion Medical, I directed our team in its efforts to prioritize and respond to all submitted questions and concerns. Security is a vital concern for any medical office, and I ensured that our data repositories were safely administrated. I kept the IT department up-to-date on all current security protocols and updates.

Thank you for considering my application. I am always ready to improve myself and the people I work alongside. I look forward to discovering more about Innovation University and your plans for your IT department.

Sincerely,

Annalise Sinclair