Dear Sir/Madam/Mr./Mrs./Ms.

I draft this application in response to your advertisement concerning the open IT Manager vacancy in your position. Having 10 years’ experience in the IT Support sector I feel well suited. As well as possessing high-level troubleshooting skills and broad range of vendor knowledge I also am efficient at managing a team of engineers building their skillsets.

In my most recent contract, I was charged with the responsibility of overseeing the implementation and overhaul of Peterborough United’s IT Infrastructure. This entailed ensuring new systems adhered to PCI Compliance and Integrated well with other systems already in place. Along with this I had devised business continuity/disaster recovery for the club. This had to be invoked in June of this year. As well as ensuring continual business operation, I had to ensure the disaster zones were up and running within five weeks of the start of the season.

In my CV is a breakdown of past experiences and highlights, my academic qualifications, and what contributions I can possibly make to your organization. I reckon that some facts contained in my resume may require disambiguation. Feel free to contact me for any further clarifications. I am always ready to offer more information.

I really hope to attend the interview and if possible, get the job.

Regards,

Daniel Grammatica