

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- It manager cover letter

Dear

I enthusiastically apply for this position as an IT manager with [Mention the number] years of experience working in digital technology settings.

The day-to-day management of information system services, application systems, networks, and computer systems for [Mention the number] employees spread across [Mention the number] sites, as well as a [Mention the amount] budget, is what I do as the IT Manager at [Mention the name of the company]. According to your specifications,

Oversee and manage [Mention the number] IT employees, including hiring, performance evaluation, and goal setting.

Plan, execute, and keep an eye on network security, data center operations, legal compliance, disaster preparedness, business continuity, remote system access/authorization, data integrity, and backups.

Produced [Mention the amount] in operational savings over a [Mention the number] month period after developing and implementing a [Mention the amount] million

digital transformation initiative to restructure products and services around digital capabilities.

I have a [Mention the degree] degree in computer science, as well as experience in technology and leadership. I've learned a lot about the impact of digital on consumer decision-making.

I recently earned my project management professional certification. I am familiar with all necessary software, including FreshService, SysAid, and SolarWinds Service Desk.

Every second of my time at [Mention the name of the company] has been wonderful. They are moving their corporate headquarters to [Mention the place], so I'm looking for an exciting opportunity closer to home.

Please find my resume attached for your review. I sincerely appreciate your time. Regarding the following steps, I look forward to hearing from you.

Sincerely,

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be]