Jenna Jones

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September 1, 2018

Lea Lee  
The American Company  
123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

The American Company has been recognized as one of the best places to work in the country for IT professionals. You have deliberately set out to create this culture, and it shows! It is my understanding that you have been deluged with resumes since Computerland released their list of the best companies at which to work. Mine is one more, but I do have some experience that is hard to come by, and sets me apart from my peers.

My IT experience gives me a unique ability to apply technology, in all its forms, to business processes. Some of the my business process knowledge includes accounting, finance, facilities, inventory control, budgeting, vendor management and various operational processes.

I have experience with merger/acquisition events, high growth challenges, technology replacement projects, and IT process improvement. I have delivered large technology projects on schedule/on budget and in alignment with the business strategy. Companies I have worked for include ICM, HEP, IBX and SED.

I would appreciate an opportunity to talk with you or someone in your organization to see where my skill set would be of the greatest benefit to your company.

Sincerely,

Jenna Jones (signature hard copy letter)

﻿Jenna Jones