

**JOHN SMITH**

(000) 000-0000

**johnsmith@johnsmith.com**

P.O. Box 000000 ~ Anywhere, Florida, 00000

Date

Hiring Manager

Title

Company Name

Street Address

City, State Zip

Dear Hiring Manager:

With a solid and successful background in Information Technology, I feel I can offer your firm a distinct competitive advantage in the position of \_\_\_\_\_.

As my enclosed Résumé indicates, my background includes almost a decade of service with significant experience in:

- Troubleshooting
- Hardware Configuration
- Windows, Linux and UNIX support
- Analysis and Application Support
- Staff and Customer Training.

In an effort to discuss this matter further, I will be calling your office within the next few days to see if we might set up a time to meet. Thank you for your attention.

Sincerely,

John Smith

Encls.