

# Ernest Johnson

Main Street, Any Town, Any Country, and E: Ernest.johnson @yahoo.com, T: 000-000-000

13<sup>th</sup> JUN 2017

Mr. Brandon  
Hiring Manager  
IT Position  
ABC Company  
Denmark, Main Street 12345

Dear Mr. Brandon

I am writing this letter to present myself as a candidate for the IT Position with your company. My extensive experience analyzing, selecting and modifying enterprise systems, installing network hardware and software, and managing large scale network budgets, will be an asset to your organization. In addition I have multiple certifications in various platforms and languages.

I have a master's degree in computer science, am CISSP certified have four years' experience working as an information technology officer. My abilities also include being able to grasp how new technologies may be applied to help the company achieve its goals and analytical skills that help with strategic thinking and tactical implementation.

I have very strong interpersonal skills with the ability to speak in a clear, concise manner and to explain technical matters in a way that non-technical individuals can understand. I can work well as part of a group and follow the lead of others but I am also self-motivated and able to work alone and meet deadlines.

I've attached a copy of my resume that details my experience. I can be reached anytime via my cell phone, 000-000-0000 or via email at Ernest.johnson @yahoo.com.

I look forward to meeting with you in person to further discuss the available position.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Ernest Johnson