

F r e s h L i n e n

Ambitious...Persistent...Observant...

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Sandy Grove, MI 95758

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Dear Human Resource Director,

As an Information Technology Professional, I understand that success depends on the ability to merge the strategic with the practical, to understand the needs and expectations in the corporate environment and to communicate those needs to appropriate managers. I believe that my background and accomplishments reflect a commitment and an ability to find solutions to these challenges.

My career includes over 20 years experience in the IT field. My specialties currently include advanced technical EPIC application support, maintenance, clean-up and set-up, application testing, blueprints and schematics knowledge, customer service and end user support to a vast audience within a geographical regional setting. I am a hard worker and energetic employee with a good attitude and the special ability to pay close attention to detail in a deadline-oriented environment with rapid changing priorities.

One of my greatest strengths is that I am a capable project manager with effective team building skills. I am able to communicate effectively and work well with staff of all levels. I approach my work with a strong sense of urgency, working well under pressure and change. I am a forward thinker and a team player who has a strong commitment to my people and the organization I work for.

Thank you for your consideration. I look forward to meeting with you personally so that we may discuss how I can make a positive contribution to your corporation.

Sincerely,

F r e s h L i n e n
Enclosed