

# Louise Kemp

Information Technology Specialist  
123 Address Boulevard, Lexington, KY 21098  
Lkemp@myemail.com  
(654) 321-0987

**March 9, 2021**

**Cameron Sheridan**

Senior Hiring Manager  
Army National Guard  
(765) 432-1098  
c.sheridan@youreemail.com

Dear Mr. Sheridan,

Building a firewall that successfully blocked 100% of cyberattacks to protect classified data was my crowning achievement in 2020. I hope to bring the same outstanding technical expertise and knowledge of complex IT systems to the role of Information Technology Specialist at the Army National Guard.

As a seasoned technician with 7+ years' experience working with operationally sensitive data, I would relish the opportunity to use my skills to contribute towards the safety and security of the United States. I believe that my recent achievements demonstrate my aptitude for the post:

- Processing and sending sensitive information across complex networks without a single security breach since starting my most recent role
- Maintaining and updating my organization's IT systems to reduce the crash rate by 95% in 2020
- Receiving a commendation from my supervisors for troubleshooting a complicated systems bug within 3 hours

I look forward to meeting to discuss how my attention to detail and dedication can help the Army National Guard meet its crucial objectives in 2021. Please don't hesitate to get in contact to schedule an interview.

Sincerely,

*(Insert Signature Here)*

**Louise Kemp**

P.S. I would like to tell you why I received a promotion within just 3 months of assuming my previous role.