

Dianne Terry

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Dominic Phillip

Senior Hiring Manager
LinQuest
(543) 210-9876
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Dear Mr. Phillip,

Developing and delivering a client education program that reduced troubleshooting support requirements by 45% was my proudest achievement of 2020. Participants said that the training significantly increased their confidence to solve minor issues in-house and allowed them to reap maximum benefit from my company's products. I hope to create similar successful initiatives as an Information Technology Manager at LinQuest.

As a veteran IT manager with more than 12 years of industry experience, the opportunity to use my skills to contribute to the defense of the United States at LinQuest is compelling to me. The following accomplishments demonstrate my capability to perform this role:

- Supervising and guiding a large team to ensure that 100% of deliverables were met before their deadlines
- Managing the departmental budget and negotiating contracts to reduce spending by 32% in 2020
- Handling the most complex technical problems escalated to me by other team members, resolving 84% of issues within three hours

I look forward to meeting to discuss how my technical expertise and strong leadership can help your organization continue to innovate at the forefront of the space defense sector. I am available for an interview at your convenience.

Sincerely,

(Insert Signature Here)

Dianne Terry

P.S. I would love to tell you why I was named Manager of the Year for coordinating a major government project in 2019.