

Allen Robinson

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

Cynthia Roberts
Cadence Technologies
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youreemail.com

[month, day, year]

Dear Ms. Roberts:

I'm interested in applying for the information technology (IT) project manager position with Cadence Technologies. As you can see from my attached resume, I'm a Certified Associate Project Manager with three years of experience as an IT specialist. I am confident my blend of technical and project management skills would be an asset to your organization.

Cadence Technologies' reputation for delivering cutting-edge solutions within the health care space draws me to apply for this opportunity. As an IT professional, I thrive in challenging, fast-paced business environments. I believe I can provide value to your team and clients based on my prior successes:

- Supported a large-scale technical project to enhance network performance and collaborated with cross-functional teams to execute a system migration to reduce operational costs by 20%
- Provided technical support, resolved user-facing issues, performed advanced troubleshooting, and conducted network maintenance
- Coordinated with the IT project manager to integrate Agile-waterfall hybrid methodologies

I look forward to telling you more about how my background in information technology and project management can benefit your organization. You may contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

Allen Robinson