

Tyrone Jackson, MBA

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(098) 765-4321
456 My Street, San Diego, CA 76543

Lori Taylor
Cadence Technologies
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

Dear Ms. Taylor:

As you can see from my attached resume, I have over seven years of experience managing multi-million dollar projects that align technological solutions with business needs. My ability to identify process improvement opportunities and enhance revenue growth would be a strong asset to your team in the information technology (IT) project manager role.

Cadence Technologies' reputation for delivering innovative cloud-based solutions to solve complex business challenges is what draws me to apply for this opportunity. With a master's of business administration degree and a strong background within the tech industry, I can help your team continue to excel. Some of my previous achievements include:

- Led the implementation of new IT and cloud solutions for a portfolio of enterprise clients valued at over \$20 million, including security systems, disaster recovery, data protection
- Managed budgets of up to \$5 million and oversaw teams of up to 20 developers, programmers, and network specialists throughout all phases of the project lifecycle
- Integrated new Agile development processes to reduce project delivery times by 10%

I look forward to telling you more about how my business acumen and technology background can benefit your organization. Feel free to contact me via phone or email to schedule an interview. I appreciate your time and consideration.

Best regards,

Tyrone Jackson