

JOHN H. SMITH

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Networking Engineer ~ Quality Assurance Expert ~ Technical Trainer

Top-performing, adaptable IT leader who provides secure, technical IT solutions that enhance customer satisfaction and drive business growth

Jane L. Williams
ABC Company
123 Main Street
Anytown, FL 12345

RE: Networking Engineer

Dear Ms. Williams,

Having top performers work for your business leads to overall profitability. Delivering top performance and driving high-quality IT products are what I do best. Whether challenged with a complex issue, or the need to manage multiple initiatives with competing demands at one time, my ability to lead projects and quickly analyze and solve problems provide me the ability to excel in every position that I have worked with high levels of performance.

Throughout my career, I have built a deep IT acumen with specialties in Quality Assurance, Networking, Project Management, and Test systems and experience in directing solutions for multimillion-dollar programs that mitigate risk, increase growth, and enhance profits. I have earned a track record of successful delivery in managing complex quality initiatives with aggressive timelines and coordinated new IT strategies that streamline business processes to improve operations and profitability.

Highlights of my professional career that may be of interest to you include:

- ◆ **Primary stakeholder for product design**, influential in determining if design includes supportability of the product before the product is released.
- ◆ **Selected to be a member of various SWAT teams** to solve Class-level product Quality problems—manage the customer experience for issue resolution and implement risk mitigation strategies.
- ◆ **Increased team efficiency, reduced defects**, and delivered market-quality products through implementation of successful Quality Assurance with automated support that provided automatic fixes for system issues of consumer products.

I am an ambitious, trusted, and energetic IT professional who prioritizes duties and adapts to new environments with ease and I look forward to applying these with your organization. I believe these qualities, along with my experience and proven capabilities, make me an excellent candidate for your networking engineer position at ABC company. I welcome a personal interview at your earliest convenience. Thank you for your consideration.

Sincerely,

JOHN H. SMITH

Enclosure