

# Christopher M. Jones

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Hiring Manager

Dear Hiring Manager,

Thank you for the opportunity to apply for the IT role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is extremely familiar with the responsibilities associated with the role, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am an adaptable and highly skilled Information Technology, Computer Science, and Educational Professional who has been consistently praised as results-oriented and hardworking by my peers and superiors. Over the course of my unique and exciting career, I've developed a skill set directly relevant to the IT role you are hiring for, including skilled analysis, development and implementation of new processes, executive communication, and superior leadership skills. Overall, I have consistently demonstrated leadership, advanced knowledge, and problem-solving abilities in every aspect of my previous roles, and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific education, skills and abilities will benefit your organization. Please contact me to arrange for a convenient meeting time. During our meeting I will be happy to explain in detail the work experience on my resume, including my time spent in multifaceted Computer Science, IT, and CTO roles, and my unique higher education and experience in the Computer Science and Technology fields.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Christopher M. Jones