**Peter Loveday**

SENIOR IT MANAGER | IT PROJECT LEADER

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First Name, Last Name February 23, 2019

Company Name

**RE: Senior IT Manager.**

Dear First Name,

I wish to be considered for this opportunity. I bring to this role **[XX]** years of **[insert a 1-2 sentence summary of your value proposition]**.

The following experience, skills and abilities indicate that I am highly suited to this role:

* Drove…
* Achieved…
* Demonstrated success in…
* Understanding of…

The experience, expertise, attributes and achievements outlined above and in the attached resume provide strong evidence that I am an excellent candidate for this role. I look forward to a detailed discussion about how I can make a valuable contribution.

Sincerely,

Peter Loveday