
John Doe

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Ms. Patricia Kohn
Director of IT Services
XYZ Corporation
15 Chestnut St.
Philadelphia, PA 11111

Dear Ms. Kohn:

Congratulations on your company being featured so favorably in *Business Today* magazine. I enjoyed reading about XYZ Corporation's performance and mission, especially your plans to expand your network and data center operations. As an accomplished network administrator with cross-platform expertise and proven skills in network design, configuration, maintenance and optimization, I am confident that I can help push your expansion plans forward.

My interest is in providing XYZ with contract IT services, and my focus will be on achieving breakthrough results for the corporation. Based on your growth objectives, I propose the following technology upgrades and outcomes:

- 1) **Initiating XYZ Company's evolution into an enterprise-level organization** through design and implementation of next-generation systems, tools, security, best practices and disaster-recovery policies.
- 2) **Turning around the XYZ Data Center** from a losing proposition to a profit-generating business.
- 3) **Completing the seamless transition of network backbone from a layer-2 to a layer-3 environment**, with outcomes including improvements to service, flexibility, scalability, functionality and security.
- 4) **Facilitating the capture of six-figure contracts** and interstate business expansion following implementation of order-entry and inventory-control systems. Additional outcomes include improvements to inventory accuracy and management efficiency.
- 5) **Securing at least \$20K in annual savings** in long-distance costs by designing WAN with voice and data-circuit connectivity and points of presence across several company locations.

Ms. Kohn, I would welcome the opportunity to discuss the above initiatives and the anticipated benefits to your company. I have enclosed my resume and will follow up with you next week to explore the possibility of an interview. In the meantime, feel free to reach me at (555) 555-5555 or johndoe@resumepower.com. As you stated in the article, your goal is to "bridge the gap between technology and strategic business interests." I look forward to discussions on how we can make this goal a reality, and I will try to contact you next week to get your input on this.

Warm regards,

John Doe

Enclosure: Resume