

PATRICK DATZ

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Mr. Doug Evens, Director of Information Technology
ABC Corporation
102 Main Street
Pella, IA 50219

Dear Mr. Evens:

Please accept this cover letter and resume as my application for the Information Technology Coordinator position with ABC Corporation. Sandy Thomas, IT Supervisor at ABC Corporation, referred me to this position. Sandy and I spent quite a bit of time discussing the position and company, and I would be honored to apply my determination to learn and desire to serve others to ensuring operations continue running smoothly as a member of the IT team at ABC Corporation. My qualifications and skills make me an excellent candidate for this position.

While working for the Division of Technology Services for three years, I developed IT-related work experience including troubleshooting, effectively communicating technical solutions to individuals with little technical knowledge, and supervising/mentoring a team of 15 employees, four whom were team leads. As a supervisor, organization is my strength. My team and I met bi-weekly to track progress, plan future priorities, and tackle any urgent tasks that arose. Supervising is something I enjoy because of the excitement each individual brings to each project, and I would be honored to supervise employees in the Information Technology Coordinator position.

In my current role as a web designer, I take initiative to learn new skills. I am proficient at using languages including Java, HTML, C, C++, SQL; tools including Dreamweaver, JBuilder, and Oracle SQL; and various operating systems including Windows XP, Linux, and Mac OS X. This, paired with Bachelor's degree in Computer Science from the University of Wisconsin-River Falls, makes me an exceptional candidate for this position.

Managing and implementing all aspects of an IT project is a true passion of mine, and I am excited for this potential opportunity with ABC Corporation. I would be honored to apply my hands-on experience, classroom knowledge, and professional skills to help your organization achieve its goals. Thank you very much for your time and consideration, and I hope to hear from you soon.

Respectfully yours,

Patrick Datz