

# JIM PEARSON

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Date

Name

Title

Company Name

Address

City, State, Zip

Dear (name),

Are you seeking an experienced **Certified Network Engineer** with a cross-functional background in successful IT network management strategies, and innovative technical support solutions? If so, I would welcome learning about your needs and how I may contribute to your technical team.

For the last 6 years, I have worked in the technology field improving performance, streamlining operations, and delivering cost-effective solutions for managing information, increasing productivity, and protecting corporate assets. At the same time, I have been attending college to complete an MIS degree with an emphasis on database technologies. I am seeking a professional opportunity where my technical skills, extensive certification training, and proven management expertise can benefit your company. With this goal in mind, I have attached a resume outlining my qualifications.

Some of my key strengths include:

- Established skill in detecting crucial network weaknesses and developing preventive strategies and solutions for avoiding interruptions, increasing system security, and protecting corporate assets.
- Proven ability to assess the capabilities of an organization's existing network and provide innovative and cost-effective recommendations for expansion, improvement, or upgrades.
- Exceptional capacity to enter new environments and begin to produce clear-cut results right from the start with well-developed technical and communication skills that are easily transported between different business organizations and variable working environments.
- Capable of successfully managing large-scale technical projects that entail the innovative design, development, and support of specialized solutions and complex IT systems.

I would appreciate a personal interview to discuss the ways in which I could assist you in achieving your goals. I will call your office next week concerning any questions you may have and to arrange a meeting. Of course, you may contact me directly at anytime. Thank you for your consideration.

Sincerely,

Jim Pearson  
*Enclosure*