

[Your Name]
[Street Address]
[City, ST ZIP Code]
January 15, 2014

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing in response to your advertisement for an MIS manager in the Elm Street News. As an experienced and successful MIS manager, I offer you all of the qualifications listed in your advertisement and then some.

As my resume illustrates, I possess the track record, technical knowledge, and expertise to effectively:

- Design, develop, implement, and support all MIS functions.
- Evaluate, recommend, and purchase hardware, software, and supplies.
- Manage, develop, and support multiplatform environments.

My work at a leading architectural design firm allowed me to apply the best that today's computer technology has to offer from a more creative point of view than many other MIS managers do. As a result, I have an unusual talent for turning challenges into solutions that can yield profitable results.

The benefit of working for a smaller firm is that I had the opportunity to handle a range of responsibilities. The downside is that my salary history may not be in line with industry standards. I would be pleased to provide you with more information on this when we have the chance to meet. If you will contact me at (425) 555-0198, we can set up an appointment.

Sincerely,

[Your Name]

Enclosure

Copyright © 1996 by the McGraw-Hill Companies, Inc.