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# IT Cover Letter Format

[Your Full Name]  
[Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]  
[Date]

[Recipient's Full Name]  
[Company Name]  
[Address]  
[City, State, ZIP Code]

Subject: Application for IT Manager

Dear [Recipient's Full Name],

I am writing to apply for the IT Manager position at [Company Name]. With over 10 years of experience leading IT departments, I have a proven track record in strategic planning, team management, and technology implementation.

Paragraph 1: Start by introducing yourself and specifying the position you're applying for. Mention any mutual connections if applicable.

Paragraph 2: Detail your relevant experience and skills. Use specific examples to demonstrate how you've applied these skills in past roles.

Paragraph 3: Explain why you're a good fit for the company. Research the company's values and culture and draw parallels to your own career goals and personality.

Paragraph 4: Conclude by expressing enthusiasm for the role and requesting an interview. Include any necessary enclosures or additional information.

Sincerely,  
[Your Full Name]