

January 9, 2008

University of Rhode Island
Whaton School
Whaton Computing and Instructional Technology

RE: IT Support Specialist Sr.

Dear Recruiter,

I am a System Administrator with extensive technical IT experience. My diverse experience includes Windows server and workstation system administration, Active Directory administration, Citrix administration, SQL Server database administration and network troubleshooting. My recent projects include executing numerous software rollouts, server consolidation using VMware and business continuity planning. I am currently in the process of obtaining my Microsoft MCTS and MCITP certifications which are the 2008 equivalents of MCP and MCSE.

While my enclosed resume provides a good overview of my strengths and achievements, I have also listed some of your specific requirements for the position and my applicable skills:

Position Requirements:	My Match With Requirements:
Build, maintain, and deploy desktop images using enterprise tools in large-scale installations in multiple locations.	4 years of experience with InstallShield and Norton Ghost for creating software packages and images and BMC / Marimba for deploying them.
Provide professional customer service and expert technical support to faculty, staff, and students with a varied understanding of technology.	Provided 24x7 tier 1 and tier 2 support for large scale user groups worldwide including business critical trader floor support.
Resolve desktop, server, network, and multimedia hardware & software issues that affect public and classroom computers.	Extensive hands on experience administering, troubleshooting and repairing HP servers and Dell workstations.
Innovate, evaluate, and recommend new technology and services.	Met regularly with business managers to discuss/strategize technology needs and direction.
Manage a complex printing environment including supporting printer maintenance, enterprise printing software, and user printing issues.	4 years' experience supporting a large enterprise printing environment including remote Citrix printing.
Experience with enterprise disk imaging and software package deployment; printing services and management; Microsoft Active Directory, Group Policy, and Windows Server products.	Experience with Windows server builds and application installations. Performed Active Directory management including setup, permissioning, domain migration, application entitlements and group policy administration.

Since my experience and expertise fit your requirements so closely, I look forward to speaking with you regarding how I can contribute to the success of your organization. I will contact you next week to follow up on this. In the meantime, please feel free to call me. Thank you for your time and consideration.

Sincerely,

Your Name
Phone Number
Email

January 9, 2008

Mr. Joseph J. Lanks
Executive Director and Associate Vice Provost
Starren Career Development Center
Lexan University
3201 Main Street, Suite 201
Elsewhere, PA 19104

Dear Mr. Lanks,

I am applying for the position of Associate Director (Requisition #2253)

I am a Career Management Professional with extensive experience in counseling, career development and job transition. My specific expertise is in career strategy development, program design and service delivery. My wide background in diverse corporate positions as well as psychological counseling, contributes to an extensive knowledge of corporate structures and career management issues. I am accomplished at developing and implementing solutions that build effective career solutions and I have demonstrated success developing innovative career programs and writing for the career field.

My background and experience matches the position requirements in the following ways:

Position Requirements	My Match with Requirements
Develop and implement effective policies governing Lexan's cooperative education and career services programs	I have initiated career programs including a program for one of the world's largest outplacement companies which included hiring and managing staff as well as implementing corporate policies.
Directly supervise four Assistant Directors and indirectly supervise cooperative education coordinators and support staff.	I have managed a career services center for a Fortune 500 company which included hiring and managing administrative staff as well as career consultants
Develop and execute strategic goals for the LCDC, including emerging trends in cooperative education, strategies for increasing the number of national and international cooperative education placements available to Drexel students.	I have experience developing and implementing strategic goals (sales and programmatic) for companies varying in size from less than 20 employees to 1500 employees and in industries including healthcare, technology, insurance, and career services.
Become actively involved in professional organizations related to cooperative education and career services. Represent Lexan and the LCDC at conferences through presentations and volunteer service	I have presented at numerous conferences and I am on the Advisory Board for <i>Recruiter Trends</i> magazine a Kennedy Information online publication.

I appreciate Debbie Rights (Director for Recruitment – Lexan Law School) willingness to forward my resume to you. I look forward to speaking with you about this position in person. I will call you next week to follow up and find a convenient time to discuss how I can contribute to LCDC's success.

Sincerely,

Your Name
Phone Number
Email

Example of Target Letter for Posting Online

Department of Human Resources
Davida Darwin
1900 Cassiopeia Avenue
Cockeysville, MD 21030

Re: Posting 101 Associate Director II

Dear Ms. Darwin:

I am a Technical Writer with five years' experience designing business solutions and managing information technology. I have specific expertise designing solutions, technical writing and developing help systems. I am particularly well known for my ability to translate computer requirements into technical documents and communicate the requirements in clear easy to read formats.

While my enclosed resume provides a good overview of my strengths and achievements, I have also listed some of your specific requirements for the position and my applicable skills:

Position Requirement: Ability to coordinate and oversee the work of subordinates.

My Match With Requirement: Experienced supervising 25 office employees and ensuring staff efficiency as a public-health program director.

Position Requirement: Ability to plan, develop and implement programs and operations to achieve team mission, goals, and objectives.

My Match With Requirement: Experience developing and implementing treatment programs as a public-health program director.

Position Requirement: Analytical skills to perform needs assessments, evaluate current programs, and initiate changes or adjustments to current systems and improve operations.

My Match With Requirement: Success in having brought order out of chaos at an inner-city health clinic and vastly improving processes there.

Position Requirement: Problem-solving and decision-making abilities.

My Match With Requirement: Success in solving numerous problems at inner-city clinic, such as reducing number of emergency and drug-seeking patients; lobbying for HIV-information dissemination; and increasing number of patients that could be given routine care.

Position Requirement: Financial and personnel management expertise.

My Match With Requirement: Expertise in both areas, through public-health and office-management background.

Position Requirement: Interpersonal and communication skills that promote ability to serve as a liaison and resource.

My Match With Requirement: Significant experience giving presentations, speaking persuasively, and interacting successfully with diverse individuals.

Since my experience and expertise fit your requirements so closely, I am clearly one of the people you'll want to see. I will contact you next week to follow up on this letter and see if we can arrange a meeting. In the meantime, please feel free to call me at my home number. I look forward to our meeting. Thank you for your time and consideration.

Sincerely,