

~ JADE ~

~ DIRECTOR INFRASTRUCTURE & IT OPERATIONS~

[Date]

Hiring Manager's Name

[Company Address]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Hiring Manager's Name],

I'm reaching out to you about your recent opening for a [Position applied for] position at [Name of company]. Multi-skilled IT specialist with 30+ years of professional experience in delivering IT services for multiple projects in complex and challenging environments. With my passion and dedication towards IT service management, I will be a valuable addition to your team. My aim is to strive for excellence in the delivery of quality.

In my current role at European Space Agency I am involved in information, projects, operations and strategies for with various stakeholders and also responsible for up to 3000 customers, across various platforms, meeting all their IT requirements and enabling them to monitor everything from the earth core temperature to space exploration. Worked closely with the ESA site manager and transformed our site from fifth position to second within a year. My varied career history with British Airways, has enabled me to adopt a dynamic and flexible approach to my work.

Strong areas of expertise are decision making and problem solving capabilities with a focus on managing multiple projects, customer relationships, and developing effective stakeholder relationships. With a broad range of computer and system proficiencies, my solid technical background allows me to thrive in challenging roles. Throughout my career, I have contributed to business outcomes by delivering a whole team approach and successfully achieving key performance indicators.

Over the years I was able to create strong networks within local company economies and have also worked closely with both local service providers and international ones. Working in partnership has enabled me to develop strong influencing and negotiation skills, and I am able to deal with people from diverse cultural backgrounds. I have always been passionate about empowering young people to foster development and generate innovative and creative ideas.

My enthusiasm to be innovative and work collaboratively enables me to deliver transformational change with credibility. Having outstanding interpersonal and communication abilities, I have acquired a solid reputation for effective networking and strategic alliance building among global and crucial industry resources.

It will be great if we meet and talk about the different ways of promoting business and increasing productivity by using financial solutions in an optimal manner!

Sincerely,  
Jade xyz