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| **INFORMATION TECHNOLOGY COVER LETTER** |
| (XXX) XXX-XXXX your.name@gmail.com 142 Your Address Blvd, City Name, CA XXXXX |
|  |

[Today’s Date]

[Hiring Manager’s Name]

[341 Company Address]

[Company City, State, xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager’s Name],

This email is in regard to my interest in applying for the [position] recently posted on [website]. With my skill-set and competencies, I am more than able to investigate several forensic examination processes and monitor security systems for multiple Fortune 500 companies.

While pursuing an Associate Degree in Information Security and Digital Forensics from Trident Community College, I have developed skills in reverse engineering, computer forensics, and networking and information security. This knowledge has enabled me to operate in Windows and Linux platforms and master multiple security principles.

I started my career as an Information Security Intern with Chicago Government in May 2011. Working under the direction of senior members, I monitored the overall security of the system and investigated likely loopholes. Using my academic and professional knowledge, I dedicated two years to Technology Smart while working in the capacity of Network Operations Center Monitoring Technician. Here I gained an opportunity to work in a Datacenter environment, improve existing documentation systems, and implement stringent measures to improve the overall network security.

I currently work as a Security Operations Center Security Analyst with Security Professionals Inc., where I have been able to further strengthen my technical acumen. I have attached my resume highlighting my academic and professional skills, and I look forward to hearing from you in due course.

Sincerely,

**[Name]**

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**Dear Job Seeker,**

PLEASE note that you \*must\* install the font files to make this cover letter template work perfectly. It’s very simple to do – **just follow the instructions in the “Read Me” file in the Zip file you downloaded this template from.**

If you’re struggling to write your cover letter, **don’t worry.** You’re in good company – everyone struggles with it. For a high quality cover letter that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/cover-letter/?utm_source=CL_Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads). (Yep, they can also help you with your resume!)

Or, here’s some other content that might help you finish your cover letter.

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=CL_Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, **you’re also going to need a resume.**

* [Free Resume Builder](https://resumegenius.com/?utm_source=CL_Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=CL_Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=CL_Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

Best regards,

