

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level IT Manager

Dear Hiring Manager,

I am excited to apply for the Entry Level IT Manager position at Acme Corporation, as advertised on LinkedIn. With a solid foundation in information technology and a strong passion for driving efficiency through innovative solutions, I am eager to contribute to your team and support Acme's ongoing success in the tech industry.

During my internship at Tech Solutions Inc., I successfully led a project to streamline the IT asset management system, resulting in a 30% reduction in retrieval time for hardware and software resources. This experience taught me the importance of effective communication and collaboration with cross-functional teams, as I worked closely with both IT and finance departments to align goals and ensure that all stakeholders were informed throughout the process. Additionally, I implemented a user-friendly ticketing system that improved the response time to technical support requests by 25%, enhancing the overall user experience and satisfaction scores among employees.

I am particularly drawn to Acme Corporation due to its commitment to innovation and excellence in IT solutions. I believe my proactive approach, combined with my technical skills in project management and system optimization, aligns perfectly with your goals for this position. I am eager to discuss how my background and unique experiences can contribute to the continued success of Acme Corporation.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further and explore how I can be a valuable addition to your team.

Sincerely,

Jordan Taylor