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September 14, 2022

Ms. Tania Paulson, M.A.
Hiring Manager
ABC Software
123 Application Road
Minneapolis, MN 55401

Dear Ms. Paulson:

I am applying for the IT Director position with ABC Software. I learned of this position from your V.P. of Marketing, Todd Jones, a long-time collaborator on software design. ABC's mission of driving social change through powerful educational software aligns with my life's work. I have 15 years of experience leading software teams toward the goal of designing learning software to transform K-12 education.

You need a Director to handle a rapidly expanding team, vendor relationships, budgets, and challenging hardware, software and network problems; I have real-world experience in each area. I also have experience as a teacher, which would facilitate a smooth transition into your educational design team. Other accomplishments I would bring to the position include:

- Led technology team to design a secure financial website for a Fortune 500 Company. The website launched on time and under budget, and was lauded as a prototype for high-security websites.
- Advised CEO and IT department during a major security breach of the company website; leadership initiatives and directives to detach the affected network prevented ransomware from seizing sensitive data.
- Taught a robotics class to 12 students who finished 2nd at the state competition.

With a M.S. in Computer Science and a B.A. in Philosophy, I bring in-depth knowledge of computational thinking and critical thinking skills to make rapid, real-time decisions. I am also pursuing a Doctor of Information Technology (DIT) degree at Walden University to continue building on my strong technical foundation.

I would welcome the opportunity to interview in person and further share my qualifications. I can be reached at (555) 444-1234, or by email at mmaspencer123@gmail.com.

Sincerely,

Mary A. Spencer, M.S.

Enclosure (1)