

MARY JONES

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Date

Dear Executive Recruiter:

I am in the process of seeking an IT leadership position where I can use my skills in:

- **Project management** – Led teams that installed large LAN and WAN networks, updated hardware, installed software, and provided user support in the field.
- **Setting up and running help desks** – Set up and managed six major help desks for user communities with up to 7,500 subscribers nationwide.
- **Recruitment and training of staff** – Recruited and trained more than 52 IT professionals for equipment and software installations, support and programming.
- **Vendor relations** – Engaged more than 30 contractors and software vendors for equipment installation, support and programming needs.
- **Hardware and software selection** – Led the research and purchase for new operating systems, applications, networks, workstations and servers.

If you are working on a client assignment requiring a hands-on proven IT professional, I would welcome your call.

Sincerely,

Mary Jones

Enclosure: resume