

**JACK JEFFERSON**

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Date

Dear Executive Recruiter:

I am in the process of seeking a new position where I can use my information technology skills and expertise to:

- Support and maintain the network infrastructure
- Provide excellent desktop support for computer users
- Demonstrate leadership within and outside of the information technology department, increasing credibility and customer service
- Assure that the IT budget focuses on technology that brings added value within annual budget limits, including the management of vendors and contracts
- Effectively communicate with management and interpret IT related matters.

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

Sincerely,

Jack Jefferson

Enclosure: resume