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[Name]
[Title]
[Company]
[Street Address]
[City, State Zip]

Dear [Hiring Executive at Company]:

Could your company benefit from the skills of a versatile senior IT executive with consistent success forging partnerships with the senior management team and leading them to consensus on ways to apply technology for achievement of business goals? If so, you will want to talk with me. I bring to the table a broad background encompassing systems development, technology services, and operations, as well as experience managing warehouses, distribution, and call center/customer service operations that is uncommon in an IT executive. You will find that I am able to identify, relate to, and fulfill needs throughout the organization better than most.

Throughout my career, I have built high-achieving IT teams in several corporations, with many former employees speaking of me as the person who most influenced their abilities and their careers. I have been successful establishing and following best practices that serve the organization's purposes without the bureaucracy and expense often associated with them, while never losing sight of IT's mission as supporter of business needs and enabler of business objectives. Rescuing failing mission-critical projects in several companies, I also led the creation of processes and vision to ensure these failures could not be repeated.

An accomplished technologist who places business needs above technology and avoids technology for technology's sake, I am gifted at seeing what are critical success factors and separating them from "nice to haves." In a variety of VP and officer-level roles, I have developed and executed strategic IT plans for diverse enterprises, particularly in direct marketing industries. The robust IT infrastructures I have built ably handle current and future requirements. Application of win-win negotiating strategies in managing vendor relationships has produced savings and service levels typically reserved for only the largest corporations. I have led transitions from outdated legacy systems to cost effective current technology applications and infrastructures across diverse platforms that were right for the company, both in the short term and strategically. Efficiencies created within and by the IT organization across the enterprise have yielded many millions of dollars in expense reductions and increased revenues in a variety of settings.

I will welcome the opportunity to discuss your company's immediate and long-term goals with you and to demonstrate how my practical business approach to IT decisions and investments and exceptional management skills can move you toward achievement of your most ambitious objectives. Thank you for your consideration, and I look forward to speaking with you soon.

Best Regards,

James M. Caldwell