**Jenny Austin  
IT Supervisor**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the IT Supervisor position at [Company Name]. With 8 years of experience in IT management, I am confident in my ability to provide exceptional technical support, as well as superior customer service.

My experience as an IT Supervisor has given me the skills necessary to successfully manage and coordinate technology projects, resolve any technical issues, and oversee the IT team. I have a proven track record of successfully planning, implementing, and maintaining complex IT systems that are tailored to the specific needs of the business. I have also developed excellent communication skills which allow me to effectively collaborate with various departments, vendors, and stakeholders.

In addition to my technical qualifications, I excel at providing excellent customer service and solving complex technical problems quickly and efficiently. My ability to quickly troubleshoot and offer solutions makes me an excellent addition to any team. I am also highly organized and I have a keen eye for detail, which have allowed me to successfully manage multiple projects and tasks simultaneously.

I would welcome the opportunity to discuss my qualifications further in an interview. Thank you for your time and consideration.

Sincerely,

**Your Name**

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