

WILLIAM H. JOHN

5511 Some Drive ☒ Somewhere, BC T3Y 3H8
Home: (555) 333-9845 ☒ billjohn@somecmailprovider.ca

September 30, 2008

Ms. Lois Lane
President
ABCDE Consulting Firm
876 Some Road
Toronto, Ontario T5H 2K8

Dear Ms. Lane:

As a well-qualified IT professional with broad experience in several key technical areas, including management information systems, LAN/WAN networks, server application and configuration, TCP/IP administration, and troubleshooting, I am confident that my qualifications and experience will be of significant value to Networks Consulting Firm. Please allow me to showcase a few of my skills:

- **Solid Analytical and Troubleshooting Talents** – Effectively gather pertinent information to effectively recognize key issues and form a base of information; skilled in detecting issues or opportunities and successfully identifying cause and effect relationships.
- **Firm Leadership and Strong Work Ethic** – Employ a wide range of resources, constraints, and organization values to define decision criteria; maintain and promote ethical and confidential standards in conducting business, setting high goals and standards of performance.
- **Initiative and Commitment to Quality** – Establish procedures to monitor progress, assignments, and projects, frequently reviewing progress and obtaining feedback. Quickly take action to achieve goals beyond what is required while solving problems without direction, seeking new opportunities for improved operational efficiency.

You will note that I have consistently delivered advances in operational effectiveness, increasing performance, and enhancement in services throughout my career. By sustaining reliability and dependability, I have continually demonstrated my talents. I firmly believe that this characteristic will prove to be indispensable to Networks Consulting Firm.

I thank you, in advance, for your consideration and I look forward to hearing from you at your convenience. You may contact me at the above telephone number or e-mail address.

Sincerely,

William H. John

Enclosure