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01/01/2030

Godson Mike
Managing Director
All Tech Inc.
201 Tech Avenue
Tech City, CA 20001

I would like to apply for the position of IT Consultant at your company, All Tech Inc, as recently advertised on jobs.com. I expect to graduate with my master’s degree in Computer Science at Harvard University.

As you can see from my enclosed CV, I gained valuable experience as an IT business analyst with ABC Technologies and as a volunteer with XYZ Agency. At ABC Technologies, one of my key achievements was to design and implement a company-administration system which has resulted in a 31% reduction in administration time for the company.

In addition, as part of my internship at XYZ Agency, I wrote a 60-page research paper on how senior managers should establish and implement a good information system strategy. Working as a volunteer for [XYZ Agency] enhanced my cultural understanding and relationship management abilities, all of which are important traits for an IT consultant.

The following are my reasons for applying to All Tech Inc.:

1. All Tech works with a far larger range of clients than many of the other major IT consulting organizations I've been researching. I recently read an article on alltech.info about the unique work you've done in the public and private sectors in the areas of IT system mergers and information security, which is a subject that interests me.
2. I was struck by the excitement with which James Allen, your IT specialist talked about his work and the many chances at your company for ambitious graduates after attending your recent presentation at Harvard University and speaking with him.

I'm very enthusiastic about this opportunity, and I'm looking forward to talking with you more about my application. Please see the attachment for my curriculum vitae. Contact me if you require any other information.

Sincerely

Isack Newton

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