

Your Name
Your Address
City, State Zip
Phone Contact
Emailaddress@provider.com

Date

Name of Addressee, Title
Company
Street/Mailing Address
City, State Zip

Dear Mr./Mrs./Ms.,

Recently, my company announced a plan to move the main office where I have been IT Director for the past seven years to Raleigh and outsource all technology jobs. As this effectively ends my career here at World of Telecom in Charlotte, I plan to move to the Greater Chicago area to be near family.

I excel in several areas of IT, most recently as head of new projects at my firm, reducing time spent on systems implementation by over 20% while reducing expenses by 25% in my department.

I am available to meet or talk with you at any time to discuss how my talents and skill sets will benefit an Illinois based firm where a proven performer can make a major contribution.

Thank you for your consideration and I look forward to speaking with you in a few days when I call.

Sincerely,