

[REDACTED]

[REDACTED]

[REDACTED]

Dear [REDACTED]

Re: IT Resource Manager position

I would like to express my interest for the role of IT Resource Manager, [REDACTED]. I believe this role is the right fit for my skillset, and that I would be an asset to the Finance and Business team.

I have worked with [REDACTED] for over three years, and have consistently provided a high level of service to stakeholders during this time. A hardworking, detail-oriented person with a capacity for learning, I am able to work both independently and cooperatively within a team. I am a highly motivated individual who is able to act decisively at all times, particularly when working with tight timeframes and deadlines.

My experience in management includes managing the Month End team in [REDACTED]. In this role I was responsible for leading and mentoring the team through the month end process, as well as dealing with the various stakeholders across the transport cluster.

My technical accounting background and advanced knowledge of the Microsoft Office suite has allowed me to implement efficiencies and drive cost saving initiatives across the business by automating various processes.

Examples of these initiatives include the redesign of the closing cockpit template which reduced processing time by over 50%, the creation of a special ledger adjustments template to reduce processing time from three days to fifteen minutes, and automating the production of the executive summary report to reduce preparation time by over 70%.

If given the opportunity as IT Resource Manager, I will provide strong leadership, further look for efficiencies and meet all of the team's objectives and targets.

I look forward to expanding on my skills and attributes in an interview.

Yours Sincerely,

[REDACTED]