

Peter Smith

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Susan Crystal
HR Manager
General Electric
3200 West 29th Street
New York, NY, 10023
(212) 344-4352
susan.crystal@ge.com

RE: Job ID #3245

Dear Mrs. Crystal:

You are looking for a Director of IT with deep industry experience and the technical expertise. My accomplishments with Sybase Inc. and Raytheon Systems demonstrate my ability to react to today's rapidly changing technical landscape while retaining focus on the bottom line. My qualifications for the Director of IT position include:

- Develop implementation plans that include analyses such as cost-benefit or return on investment (ROI).
- Assign duties, responsibilities, and spans of authority to 50 project personnel across the entire organization.
- Develop and manage \$10 million annual budget for information technology projects.

I bring to the table solid technical experience, a strong focus on the customer, and proven leadership skills. I eagerly anticipate the opportunity to discuss your goals and ways in which I might help General Electric achieve and exceed them. Thank you for considering my qualifications and I look forward to discussing the opportunity with you soon.

Sincerely,

Peter Smith

Enclosure: Resume