

# Skyler Thompson

example@myemail.com | (098) 765-4321  
456 My Street, San Diego, CA 76543

**Meiling Li**  
**Accelerate Tech Corp.**  
**123 Your Street,**  
**Houston, TX 12345**  
**(123) 456-7890**  
**example@youremail.com**

[month, day, year]

Dear Ms. Khatun,

With over 10 years of experience within the technology industry, I've developed an advanced understanding of software engineering and project leadership. As a senior computer science specialist at Genesis Inc., I led diverse cross-functional teams to develop strategic solutions for the decommissioning of legacy applications and aging infrastructure. Our efforts helped to ensure 99.99% system availability and reduced operational expenses by over \$400,000. I believe I can deliver valuable contributions to your organization in the computer science specialist role.

Accelerate Tech Corp. has a reputation for its inclusive work culture and commitment to diversity and equity that strongly resonates with me. As a technology professional, I pride myself on my ability to collaborate effectively with globally dispersed teams across various cultural backgrounds. I am confident I can provide valuable leadership to your organization based on the following achievements in my career:

- Oversaw a global team of 30 software engineers, full-stack developers, and information technology (IT) specialists to decommission aging applications and infrastructure, resulting in a \$400,000 cost reduction
- Conducted strategic planning for mission-critical projects and coordinated with the chief technology officer to determine long-term strategy for the Software Engineering Department
- Provided coaching and mentorship to team members to drive professional development, resulting in over eight direct reports receiving promotions into leadership roles

I would like to schedule an interview to tell you more about how my leadership experience within the technology industry can benefit your organization. You may contact me via phone or email at your convenience. Thank you for your time and consideration.

Sincerely,

Skyler Thompson