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Mr. or Ms. \_\_\_\_\_  
Technology Credit Union  
Human Resources Division  
P.O. Box 1409  
San Jose, CA 95109-1409

Dear Mr. or Ms. \_\_\_\_\_, Or "Dear Sir or Madam:"

Please accept this letter, along with the accompanying resume, as application for the *Information Systems Operations Manager* position as posted on your company's website.

I offer Technology Credit Union extensive hands-on systems engineering experience with a management, tactical and academic orientation. Throughout my career, I have demonstrated the ability to trouble-shoot and implement solutions for networking infrastructure issues. I strive for simple, cost-effective, solutions to technical problems based upon fundamental IT principles as compared with elaborate schemes to re-invent the wheel.

Prior to relocating to California, I served as the Department Chair for the Information Systems Department in Brigham Young University Hawaii. During my tenure with BYU Hawaii, I had a reputation as a hard working, dedicated educator/administrator who worked closely with students and faculty. During my tenure, my department increased the level of sophistication by building more balanced technical skill set in our students, improving the University's relations with prospective employers. Upon my arrival in California, I secured the position of Senior Network Engineer with ASAT Inc., where I have utilized many of the concepts I taught in the classroom in a critical business environment.

I am excited at the possibility of sharing my skills and experience with the Technology Credit Union in the Information Systems Operations Management position. I am confident that my IT background and training would be an asset to the Credit Union and if presented with an opportunity, my performance would exceed expectations of the management team.

I would appreciate your time in reviewing my enclosed resume and I would welcome an opportunity to meet with you for a personal interview. To this end, I will contact you the week of January 24 to schedule a time when we can meet.

With many thanks,

Dean S. K. Davis