

# Paul David Bartholomew

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Joseph Schwartz  
Radian Group  
1601 Market Street  
Philadelphia, PA 19103

Dear Mr. Schwartz:

My extensive top-level background in information-technology makes me exactly the kind of value-added executive you need in the Senior IT Manager position you are advertising.

With my more than 13 years of progressively responsible experience, I offer a distinguished career earmarked by accomplishments in leading and directing information-technology operations across broad disciplines, including hardware, software, development, testing, production support, project management, database technologies, customer satisfaction, vendor relationships, strategic planning, staff development, promoting change and improvement, and technology implementation.

My proven track record includes planning implementation of new technology projects and developing technology strategies that align with business needs while ensuring that products meet customer needs and corporate goals.

In fact in several organizations, I have played a major role in planning and directing IT solutions to support operations and achieve goals. Your organization will gain from my strong sense of dedication, solid work ethic, teamwork skills, and ability to find solutions.

The bottom line is that I can walk into a troubled business situation and say, "There's got to be a better way." I then excel at guiding the organization past the obstacles and on course to meeting its goals. Employing a unique combination of expertise in key areas in which businesses require assistance, along with practical, intuitive management skills that make me a motivated, dynamic problem-solver, I can grasp the larger picture, envision broader challenges, marshal resources, and motivate team members – and do it all with energy, resourcefulness, and tenacity.

I'd like to meet with you to discuss adding value to your firm as I've done for my previous employers. I'll contact you in the near future to arrange a meeting. Should you wish to reach me before then, please call 302-555-7940 or e-mail me at paulbart@gmail.com. I appreciate your consideration.

Sincerely,

Paul David Batholomew

