

To:

From:

John Hidalgo  
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To whom it may concern,

I was excited to see your opening for a project manager, and I hope to be invited for an interview.

My understanding is that this position is to manage the development of a enterprise support application. I also understand that you are looking for someone who has both a technical background with an emphasis on servers, networking and storage and a creative background with an emphasis in video production.

I believe that I have background that you are looking for. Over the last seventeen years I have worked in a number of IT related jobs include working in a Network Operations Center, providing Enterprise System Support and teaching office software and basic HTML. Currently, I am working for a major telecommunications company where my job involves quality assurance, attention to detail, documentation and network troubleshooting.

My most recent educational experience has been to graduate from Austin Community College's Radio, television and Film program with an associates degree and both of the available certificates. I also hold three other associates degrees in General Studies, Japanese and Theater.

To improve upon my film and video production skills, for the last three years I have been making films, both in and out of college. The intention has been to challenge myself to expand my knowledge skill and capabilities and improve my production quality.

One of the things that I bring to the table is a talent for logistics. Part of this comes from my military background but it also comes from my film making experience where strong logistics skills are essential.

I am confident that I have the talents and skills you are seeking. Please feel free to contact me at (512) 656-2836 or e-mail me at [john@johnhidalgo.com](mailto:john@johnhidalgo.com) to arrange for an interview. Thank you for your time and consideration. I look forward learning more about this opportunity.

Sincerely,  
John Hidalgo