

# Your Name

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Your City, ST 12345  
(123) 456-7890  
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4th September 20XX

**James Aikin,**  
Hiring Manager,  
Innovidea LLC,  
Norwood, MA 02062

Regarding : Innovation Manager Position

Dear James,

Are you looking for a passionate IT professional for the Head of Innovation post in your company? If so, then you need to look no further. I am writing this to show my keen interest and enthusiasm to join with INNOVIDEA LLC. As I am a graduated, AWS certified solutions architect and with my 10+ years of work experience, I am certain that I will be an ideal pick for your company and can perform above expectations as the innovation manager.

As your company deals with cutting-edge technologies and the latest delivery models motivated me to apply for your company. I believe my strong interpersonal skills, research skills and analytical skills will be helpful for the company as well as the staff. With my previous experience, I excelled in research and development, product design, business systems design, IT architecture, and data management which are required for the position.

As I am self-employed for a long time I know how to direct a team to a certain goal in a time frame. I used my innovation skills to differentiate my own company in the market and my negotiation skills to build long-term relationships. I can share my secret strategy of success to you and it will be a priceless gift for your company as well.

I heard that you have won a higher percentage of recommendation rate among clients and I am ready to increase that percentage even more with my excellent leadership skills and strong business knowledge.

Would you like to make INNOVIDEA LLC stand out in the industry? Then you can reach me at any time on my phone 257-62-1234 or at [michelstanley@example.com](mailto:michelstanley@example.com) via email to arrange a convenient meeting time. So that we can discuss the insights of this job in more detail.

Thank you for the time and consideration.

Your sincerely,

**Your Name**