

**Robert Smith**

**IT Architect**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

Please accept this letter as a self-recommendation of the job role of IT Architect advertised on \*\*\*. I am currently working as an IT Architect Engineer for the \*\*\* since 2010 and have achieved several awards for my ability to manage the organization’s entire IT architecture and framework. I have extensive knowledge of IT frameworks, and expertise in computer design software to develop networking and systems models. I am enlisting some of my core areas of responsibility for you to get an insight into my current role –

* Making sure all technical infrastructure components are integrated, implemented, and leverage maximum ROI.
* Developed new technologies evaluating the cost, capabilities, risk, and administrative requirements determining the true product value.
* Creating and planning layouts for data communication.
* Providing technical leadership by training and motivating more than 25 junior technical team members.
* Experience in assessing and re-architecting service delivery processes with vendors.
* Designing, developing, and providing solutions using MS.Net technology in healthcare and ecommerce industries.
* Architected a multi-faceted B2C and B2B e-commerce application for \*\*\*\*.

I have a unique understanding of \*\*\*\*’s mission and your commitment to excellence as I have interned in your company from \*\*\* to \*\*\*. I hope you will count me in for this role, as my background and experience match your requirements. I would welcome the opportunity to meet you in person so that we can discuss the position in detail.

Thank you for your time and consideration.

Sincerely,

[Your Name]