

KEVIN S. FOSTER

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[Date]

Mr. Leonard Clemmons, CEO
Infosource Inc.
34 West 47th Street
New York, NY 10036

Dear Mr.Clemmons:

My former professor, John Severnis, recommends that I contact you regarding your current opportunities for **Business Solutions Consultants**. With **over five years of experience in IT business solutions roles**, I strongly believe that my background meshes well with the needs of your organization.

In my current role at Compusource Limited, I conduct extensive IT audits and needs assessments to optimize the operations infrastructure and improve customer servicing.

- ✓ In just one year I created a ticket tracking system to minimize problem-resolution time, built operational scripts and flowcharts to streamline product delivery, and wrote inaugural company policies and procedures.

Prior to my position at Compusource, I was a technology consultant for IBM, where I project managed an Exchange migration program for 25,000 users.

- ✓ At IBM I rolled out a 7,000-seat NT/Exchange and Outlook initiative, authored a "how to" repository for users, and significantly trimmed server down time and crashes by auditing server logs.

Excited by your opportunity and impressed by your company's services, I would welcome the chance to meet with you in person. My resume is attached for your review. Thank you.

Sincerely,

Kevin S. Foster

Attachment