

# Devan C. Shulte

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Address • City, ST XXXXX  
H: (XXX) XXX-XXXX • C: (XXX) XXX-XXXX • dschulte@xxx.net • www.resumexxx.org

<Date>

<First Name> <Last Name>

<Title>

<Firm Name>

<Address>

<City, State Zip>

Dear <Courtesy> <Last Name>:

I recognize that the companies you invest in usually handle their own hiring needs. That's why I'm not writing to you for a job. Instead, I'm writing to quickly introduce myself as a bottom-line and ROI-conscious IT manager, and to ask if you might be able to offer a referral or an introduction, perhaps to some of the decision-makers within your portfolio companies. Even if you don't know of an open position, with the job market as competitive as it is, I am simply seeking to expand my network and talk to as many business and IT leaders as I can. Any advice or referrals will be deeply appreciated!

In comparison to the vast majority of IT professionals and managers, I am differentiated by a value proposition that is in great demand these days: the proven ability to provide and leverage "big-picture" perspective that allows me to align IT capabilities with business needs to serve as the crucial backbone to an organization and enable achievement of strategic business goals. How do I do this? Simply put, my credentials include advanced degrees in business administration, leadership, and management, coupled with more than 20 hands-on technical certifications and credentials, and all put into practice during 15 years of progressive IT leadership in corporate, retail, academic, and government settings.

Of course, all the credentials in the world mean nothing if I'm not able to put them into practical use in order to drive results. In that too, I excel, and have been particularly valued for my problem-solving and change leadership capabilities, and my contributions from both strategic and tactical standpoints.

For example, I have overhauled and totally reorganized and optimized IT for two separate departments in just the past four years, essentially transforming them into tightly run, highly efficient operations that enabled the organizations to grow and prosper. Most recently, this includes an 85-person scientific research department in which I am in charge of the computer technologies supporting and enabling some of the world's leading scientific research. Due to rapid turnover prior to hiring me (six people in five years), the department was completely disorganized, full of inefficiencies, and documentation was scarce to nonexistent. Over the past 12 months, I have documented all 182 virtual and physical servers, saved more than \$80,000 in IT costs through strategic partnerships, and implemented policies and procedures that have streamlined operations. I achieved similar transformation in a 220+ employee media department that was disorderly and inefficient when I was hired. I have since instilled processes and procedures that have measurably improved efficiency, lowered costs, and increased the department's capabilities and revenue generation. The IT budget was shoestring to begin with, but I was successful in lowering even that by half, primarily by leveraging cross-departmental relationships to form strategic partnerships and solicit surplus IT hardware and software.

I'm confident that given the opportunity, I produce similar results for my next employer. Again, if you have any advice or could point me in the direction of someone I should talk with, I will be greatly appreciative. I've enclosed me résumé. If you feel it is appropriate to pass it along, please don't hesitate to do so.

Thanks, and please feel free to contact me if you have any questions.

Sincerely,

Devan C. Schulte

Enclosure