

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Database Administrator

Dear Hiring Manager,

I am excited to apply for the Career Change Database Administrator position at Acme Corporation, as advertised on LinkedIn. With a strong background in data analysis and project management, I am eager to leverage my skills in a more technical capacity and contribute to your team's success in managing and optimizing databases.

In my previous role as a Data Analyst at XYZ Solutions, I successfully spearheaded a project that involved migrating over 1 million records to a new data warehouse system. This initiative not only improved data retrieval times by 40%, but also enhanced data integrity through the implementation of rigorous validation processes. Additionally, I collaborated with cross-functional teams to develop data-driven insights that reduced operational costs by 15%, showcasing my ability to effectively manage and analyze large datasets while aligning with business goals.

Furthermore, I have completed several database management courses and obtained certifications in SQL and database design. This formal education complements my hands-on experience with data analytics tools, allowing me to understand the intricacies of database architecture and optimization. I'm particularly drawn to Acme Corporation's commitment to innovation and data-driven decision-making, and I am eager to bring my unique perspective and skills to your esteemed organization.

I would love the opportunity to discuss how my background and passions align with the needs of your team at Acme Corporation. Thank you for considering my application; I look forward to the chance to speak with you further about my potential contributions as a Database Administrator.

Sincerely,

Jordan Taylor