

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Systems Administrator

Dear Hiring Manager,

I am excited to apply for the Career Change Systems Administrator position at Acme Corporation, as advertised on your careers page. With a strong background in IT support and a passion for systems management, I believe my skills align well with the requirements of this role. I am particularly drawn to Acme's commitment to innovation and excellence in technology solutions, and I am eager to contribute to your team.

In my previous role as an IT Support Specialist, I successfully implemented a new ticketing system that improved response times by 30%, ensuring that our clients received timely resolutions to their issues. This experience taught me the importance of efficient systems and proactive management, which I believe are crucial for a Systems Administrator. Additionally, I led a project to upgrade our network infrastructure, resulting in a 25% increase in system performance and a significant reduction in downtime. This hands-on experience has equipped me with a solid foundation in managing and optimizing IT environments.

I am particularly excited about the opportunity to leverage my skills in systems optimization and project management at Acme Corporation. I am confident that my technical expertise, combined with my ability to analyze and streamline processes, will enable me to make impactful contributions to your team. I am eager to discuss how my background and vision align with Acme's goals and to explore the potential for collaboration.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further and explore how I can contribute to the success of Acme Corporation as a Systems Administrator.

Sincerely,

Jordan Taylor