

# Jordan T. Ramirez

January 16, 2026

Acme Corporation

RE: Career Change Windows Administrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Windows Administrator position at Acme Corporation, as advertised on LinkedIn. With a solid foundation in IT support and a strong passion for systems administration, I am eager to bring my unique skills and experiences to your team and contribute to your organization's success.

In my previous role as an IT Support Specialist at Tech Solutions Inc., I successfully managed a wide array of Windows-based systems, where I optimized performance and security for over 200 end-users. One of my key achievements was leading a project to upgrade our network infrastructure, which resulted in a 30% increase in system reliability and a 15% reduction in downtime. Additionally, I took the initiative to develop a set of troubleshooting guidelines that enhanced our team's efficiency, reducing ticket resolution time by 25%. My hands-on experience working with Windows Server environments and Active Directory has equipped me with the necessary skills to effectively transition into a Windows Administrator position.

I am particularly drawn to Acme Corporation's commitment to innovation and excellence. I am excited about the opportunity to leverage my technical knowledge and problem-solving abilities to support your organization's IT objectives. I am confident that my proactive approach and dedication to continuous learning will allow me to make a meaningful impact on your team.

I look forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application; I hope to bring my skills and passion for IT to Acme Corporation.

Sincerely,

Jordan T. Ramirez