

Jordan Smith

January 16, 2026

Acme Corporation

RE: Database Administrator

Dear Hiring Manager,

I am excited to apply for the Database Administrator position at Acme Corporation, as advertised on LinkedIn. With over five years of hands-on experience in database management and a passion for optimizing data systems, I am eager to contribute my expertise to your team and help enhance your database operations.

In my previous role at Tech Solutions Inc., I successfully managed a database migration project that reduced downtime by 30% and improved query performance by 20%. By implementing advanced indexing and partitioning techniques, I not only ensured data integrity but also enhanced the overall efficiency of our reporting processes. Additionally, I spearheaded a data security initiative that involved the adoption of encryption protocols, resulting in a 40% reduction in unauthorized access attempts over the span of a year. These experiences have equipped me with a strong foundation in both the technical and strategic aspects of database management.

I am particularly impressed by Acme Corporation's commitment to leveraging data for strategic decision-making and believe that my proactive approach to database optimization would align well with your goals. I am eager to bring my skills in SQL, performance tuning, and backup/recovery strategies to your team. I look forward to the opportunity to discuss how I can contribute to the continued success of Acme Corporation.

Thank you for considering my application. I am enthusiastic about the possibility of joining your team and would welcome the chance to speak with you further about this exciting opportunity.

Sincerely,

Jordan Smith