

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Database Administrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Database Administrator position at Acme Corporation as advertised on your careers page. With a strong academic background in Computer Science and hands-on experience in database management during my internship, I am excited about the opportunity to contribute to your team and support Acme Corporation's data needs.

During my internship at Tech Solutions, I successfully assisted in the migration of over 10,000 records to a new database platform, which improved data retrieval times by 30%. I collaborated closely with senior database administrators to optimize SQL queries and ensure data integrity throughout the migration process. Additionally, I developed a user-friendly database documentation guide that has since been utilized by new interns to better understand data management protocols. This experience has equipped me with a solid foundation in database design, maintenance, and troubleshooting, which I believe will be invaluable in the Entry Level Database Administrator role.

I am particularly drawn to this position at Acme Corporation because of your commitment to innovation and excellence in data management. I am eager to bring my analytical skills and technical knowledge to your team, and I am confident that my proactive approach and attention to detail will contribute positively to your ongoing projects. I would love the opportunity to further discuss how my background and skills align with the needs of your organization.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and am excited about the prospect of contributing to Acme Corporation's success.

Sincerely,

Jordan Taylor