

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Entry Level Linux Administrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Linux Administrator position at Acme Corporation, which I discovered on your careers page. With a strong foundation in Linux system administration and a passion for continuous learning, I am eager to contribute to your team and support your organization's IT infrastructure needs.

During my recent internship at Tech Solutions Inc., I successfully managed the deployment and configuration of a Linux server environment for a new application rollout. This involved installing and optimizing Ubuntu servers, ensuring system security through user management and firewall configurations. Additionally, I automated routine maintenance tasks using shell scripts, resulting in a 30% decrease in manual intervention and downtime, thus enhancing overall operational efficiency.

Furthermore, I collaborated with the development team to troubleshoot and resolve system performance issues, which improved application response times by 20%. My experience with monitoring tools such as Nagios and my proactive approach to system updates and patches have equipped me with the skills needed to maintain reliable systems and swiftly address any potential problems before they escalate.

I am excited about the opportunity to bring my technical skills and collaborative spirit to Acme Corporation. I look forward to the possibility of discussing how I can contribute to your team and support your IT initiatives. Thank you for considering my application.

Sincerely,

Jordan A. Mitchell