

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Systems Administrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Systems Administrator position at Acme Corporation, which I discovered on your careers page. With a strong foundation in systems administration and a passion for technology, I am eager to contribute my skills to your innovative team and support the seamless operation of your IT infrastructure.

During my academic career at State University, I completed an internship where I successfully assisted in the migration of over 200 user accounts to a new cloud-based platform. This hands-on experience not only honed my technical skills in Active Directory and cloud services but also taught me the importance of meticulous planning and communication in managing system upgrades. Furthermore, I played a key role in a team project that developed a comprehensive network monitoring solution, which resulted in a 30% reduction in downtime for our student labs. These experiences have equipped me with a solid understanding of system configurations, troubleshooting, and maintenance, all critical for the role of a Systems Administrator.

I am excited about the opportunity to bring my background in IT support and my proactive approach to problem-solving to Acme Corporation. I believe my commitment to excellence and continuous learning aligns perfectly with your company's vision. I would welcome the chance to discuss how my skills and experiences can contribute to the success of your team. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Smith