

Michael Thompson

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Acme Corporation

RE: Entry Level Windows Administrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Windows Administrator position at Acme Corporation, which I discovered on your careers page. As a recent graduate with a degree in Information Technology and a strong passion for systems administration, I am eager to bring my technical skills and commitment to excellence to your team.

During my internship at Tech Solutions Inc., I successfully assisted in the migration of over 200 user accounts to a new Windows Server environment, which improved system reliability by 30%. I collaborated with senior administrators to troubleshoot and resolve issues, gaining hands-on experience in Active Directory management and group policy implementation. Additionally, I took the initiative to create a user-friendly documentation guide for common troubleshooting procedures, which has since been adopted by the team and reduced average resolution time by 15%.

I am particularly drawn to Acme Corporation for its commitment to innovation and excellence in IT solutions. I am excited about the opportunity to contribute to your team by leveraging my foundational knowledge of Windows Server and my proactive approach to problem-solving. I am confident that my technical skills, combined with my dedication to continuous learning, make me a strong candidate for this position.

I look forward to the possibility of discussing how I can contribute to the success of Acme Corporation as an Entry Level Windows Administrator. Thank you for considering my application.

Sincerely,

Michael Thompson