

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Systems Administrator

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Systems Administrator position at Acme Corporation, which I discovered on your careers page. With over five years of experience in systems administration, both in freelance capacities and corporate environments, I am eager to bring my expertise in network management and system optimization to your team.

During my recent freelance project, I successfully migrated a client's entire infrastructure to a cloud-based solution, reducing their operational costs by 30% while improving system accessibility. This project involved configuring virtual machines, implementing robust security measures, and providing ongoing support to ensure a seamless transition. Furthermore, I designed and implemented a comprehensive backup solution that decreased data recovery times by 40%, proving my ability to enhance system resilience and reliability.

In addition, I played a pivotal role in a previous full-time position where I led a team to overhaul our IT management processes, which resulted in a 50% reduction in downtime incidents. By introducing automated monitoring tools and conducting thorough training sessions, I was able to significantly enhance team productivity and ensure systems were running efficiently. I am confident that my proactive approach and technical skills would be an asset to Acme Corporation as you continue to innovate and expand.

I am eager to discuss how my background, skills, and certifications align with the needs of your team. Thank you for considering my application; I look forward to the opportunity to contribute to Acme Corporation's success.

Sincerely,

Jordan A. Thompson