

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Windows Administrator

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Windows Administrator position at Acme Corporation, as advertised on LinkedIn. With over five years of experience managing Windows environments for various clients, I am eager to bring my expertise and dedication to your esteemed company. I have a strong passion for optimizing system performance and ensuring reliable IT operations, making this opportunity particularly appealing to me.

In my recent freelance role, I successfully migrated a client's infrastructure from on-premises servers to a hybrid cloud solution, resulting in a 40% reduction in operational costs and significantly improved system reliability. Additionally, I designed and implemented a comprehensive security protocol that led to a 90% decrease in security incidents over six months. My proactive approach to managing updates and patches has allowed me to maintain an average uptime of 99.9% for all systems I oversee, which directly contributed to enhanced productivity for my clients.

I am particularly drawn to Acme Corporation's commitment to innovation and excellence in technology solutions. I believe my skills in troubleshooting complex Windows environments and my track record of delivering tailored IT solutions align well with your needs. I am eager to contribute to your team and further refine your IT strategies to support your organizational goals.

Thank you for considering my application. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. I look forward to the possibility of contributing to your team and exploring this opportunity further.

Sincerely,

Jordan A. Thompson