

Jordan A. Thompson

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Acme Corporation

RE: Internship Systems Administrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Systems Administrator position at Acme Corporation, which I discovered on your careers page. With a strong background in IT and a passion for systems management, I am excited about the opportunity to contribute to your team and support your IT infrastructure. Acme Corporation's commitment to innovation and excellence in technology resonates with my career aspirations, and I am eager to be a part of such a forward-thinking organization.

During my studies in Information Technology at State University, I successfully completed a project that involved designing and implementing a virtual server environment using VMware. This experience not only honed my technical skills in systems administration but also taught me the importance of efficient resource management and troubleshooting. Additionally, I interned at a local tech company where I assisted in automating routine IT tasks using PowerShell scripts, reducing manual workload by 30%. This initiative enhanced my understanding of scripting languages and improved the overall efficiency of the IT team.

I am particularly drawn to this internship at Acme Corporation because of your emphasis on collaborative problem-solving and continuous learning. I am excited about the opportunity to learn from experienced professionals while contributing my knowledge in system configuration and user support. I would welcome the chance to discuss how my background, skills, and enthusiasm align with the needs of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jordan A. Thompson