

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Database Administrator

Dear Hiring Manager,

I am excited to apply for the No Experience Database Administrator position at Acme Corporation, as advertised on your careers page. With a strong academic background in computer science and a passion for data management, I am eager to bring my skills and energy to your team. Acme Corporation's commitment to innovative technology solutions aligns perfectly with my career aspirations, and I would love the opportunity to contribute to your success.

During my studies, I had the opportunity to lead a project where I designed a mock database using MySQL for a local nonprofit organization. This involved gathering requirements, creating data models, and implementing the database schema. I successfully managed a team of classmates to develop a user-friendly interface that allowed the nonprofit to easily track donations and volunteers, which improved their operational efficiency significantly. Additionally, I completed an internship with a tech startup where I assisted in optimizing their database queries, resulting in a 20% increase in data retrieval speed. These experiences have not only provided me with foundational knowledge of database management systems but have also honed my analytical and problem-solving skills.

I am particularly drawn to Acme Corporation's focus on leveraging data to drive business decisions, and I am eager to learn from and collaborate with professionals in the field. I am confident that my willingness to learn and my foundational technical skills will allow me to quickly adapt and contribute to your team. I would welcome the chance to discuss how my background and enthusiasm can be a great fit for the No Experience Database Administrator role at Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Taylor