

# Jordan Smith

January 16, 2026

Acme Corporation

RE: No Experience Systems Administrator

Dear Hiring Manager,

I am excited to apply for the No Experience Systems Administrator position at Acme Corporation, which I discovered on your careers page. With a strong interest in IT and systems management, I am eager to contribute to your team and grow my skills in a dynamic environment. Acme Corporation's commitment to technological innovation aligns perfectly with my passion for leveraging technology to improve organizational efficiency.

During my time at university, I completed an internship where I assisted in the management of the campus computer lab. This role involved troubleshooting hardware and software issues, where I successfully reduced downtime by 30% through proactive maintenance and user support. Additionally, I spearheaded a project to implement a new ticketing system for lab support requests, which improved response times from three days to less than 24 hours. These experiences not only honed my technical skills but also taught me the importance of effective communication and teamwork in IT environments.

I am particularly drawn to the Systems Administrator role at Acme Corporation due to the opportunity to be part of a team that prioritizes innovation and efficiency. I am eager to bring my enthusiasm for technology and my problem-solving abilities to your organization. I look forward to the possibility of discussing how I can contribute to your team and support Acme Corporation's IT objectives. Thank you for considering my application.

Sincerely,

Jordan Smith