

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Windows Administrator

Dear Hiring Manager,

I am excited to apply for the No Experience Windows Administrator position at Acme Corporation, which I discovered through your company's careers page. As a recent graduate with a degree in Information Technology, I am eager to leverage my academic knowledge and personal projects to contribute to your IT team and ensure seamless system performance.

During my studies, I completed a capstone project where I set up a virtual lab environment using Windows Server. This hands-on experience allowed me to configure network settings, manage user accounts, and implement basic security measures. Additionally, I volunteered at a local non-profit organization where I assisted in troubleshooting and maintaining their Windows-based systems, ensuring that their operations ran smoothly. My ability to quickly learn and adapt to new technologies was demonstrated when I successfully migrated their data to a cloud-based service, improving their accessibility and efficiency.

I am particularly drawn to this position at Acme Corporation because of your commitment to innovative IT solutions and employee development. I am eager to bring my proactive mindset and dedication to learning to your team. I would love the opportunity to further discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Taylor