

# Jordan A. Rivera

January 16, 2026

Acme Corporation

RE: Relocation Database Administrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Database Administrator position at Acme Corporation, as advertised on your careers page. With over five years of experience in database management and a solid track record in optimizing data systems, I am excited about the opportunity to contribute to your team, particularly in enhancing your relocation services through effective data management.

In my previous role at Global Move Solutions, I successfully revamped our database architecture, which resulted in a 30% increase in data retrieval efficiency. By implementing an automated reporting system, I was able to decrease the time spent on data analysis from hours to minutes, empowering our relocation team to make quicker, data-driven decisions. Additionally, I spearheaded the integration of a new CRM system with our existing database, ensuring seamless data flow and improving overall user experience, which led to a 20% increase in customer satisfaction scores within the first quarter of implementation.

I am particularly drawn to Acme Corporation's commitment to innovation and excellence in the relocation industry. I am eager to bring my expertise in database administration and my proactive problem-solving skills to your team. I would be thrilled to further discuss how my background, skills, and enthusiasms align with your goals, and how I can contribute to the ongoing success of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan A. Rivera