

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Systems Administrator

Dear Hiring Manager,

I am excited to apply for the Systems Administrator position at Acme Corporation, as advertised on your careers page. With over five years of experience in IT systems management and a strong passion for optimizing system performance, I am eager to contribute my expertise to your dynamic team. I have long admired Acme Corporation's commitment to innovation and excellence, and I believe my background aligns well with your needs.

In my previous role at Tech Solutions Inc., I successfully led a project to overhaul our company's server infrastructure, transitioning from a traditional on-premises setup to a cloud-based solution. This initiative not only enhanced our system reliability by 40% but also reduced operational costs by 25% annually. Additionally, I implemented a comprehensive monitoring system that proactively identified potential issues, resulting in a 30% decrease in downtime incidents. These achievements underscore my ability to enhance system efficiency and support organizational goals through strategic technology solutions.

I am confident that my technical skills, including proficiency in various operating systems and network protocols, along with my proactive approach to system maintenance, will enable me to make significant contributions at Acme Corporation. I am particularly drawn to this opportunity because of your commitment to leveraging technology to drive business success, and I am eager to bring my expertise in systems administration to help achieve that vision.

I look forward to the possibility of discussing my application in more detail and exploring how I can add value to your team. Thank you for considering my application for the Systems Administrator position at Acme Corporation.

Sincerely,

Jordan A. Thompson