

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Windows Administrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Windows Administrator position at Acme Corporation, as advertised on LinkedIn. With a solid background in systems administration and a passion for optimizing Windows environments, I am excited about the opportunity to contribute to your team and support your organization's IT infrastructure.

In my previous role at Tech Solutions Inc., I was responsible for managing a network of over 500 Windows servers, ensuring 99.9% uptime through proactive monitoring and maintenance. One of my key achievements was leading a project to upgrade our server infrastructure to Windows Server 2019, which involved meticulous planning and execution. This upgrade not only improved system performance but also reduced operational costs by 20% through enhanced resource management. Additionally, I implemented a comprehensive backup strategy, utilizing Windows Server Backup and third-party solutions, which drastically minimized data recovery time and improved our disaster recovery process.

I am particularly drawn to Acme Corporation due to your commitment to innovation and excellence in IT solutions. I am eager to bring my skills in Windows administration, including Active Directory management and PowerShell scripting, to enhance your systems and contribute to your ongoing success. I would appreciate the opportunity to discuss how my experience and vision align with the goals of Acme Corporation. Thank you for considering my application, and I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Jordan Mitchell