**SYSTEM ADMINISTRATOR COVER LETTER**

June,12,20XX

Mr. Harry Brown

Head of Human Resources

GreenSol Ltd

1077 West Fork Drive

Hollywood, FL 33024

Dear Mr. Brown,

System administration is the role I have excelled at for over 4 years now, having started from fairly humble beginnings as a junior software dev over here at Rubix Ltd. It excites me to no end to be able to apply now for the position of system admin for GreenSol, as I believe my previous experience from two different worlds would help me make a much better fit for your team.

During my (primarily Linux-based) sysadmin tenure at Rubix, I’ve dealt with a wide array of issues and challenges, though I’m proud to say I’ve always come out on top. The results don’t lie either, as Rubix employees have been able to enjoy 95% uninterrupted network uptime for as long as I’ve held the position.

***Some of my other achievements include:***

* Implemented heavy use of HCL Notes/Domino, which streamlined both production and communication by up to 20%.
* Performed routine data center optimization, troubleshooting, and backups to enable smooth experiences for 100 local and 400 remote users.
* Established better relationships with servicing companies and vendors, which ultimately cut costs by 15%.

I am a true believer in green technology and renewable energy sources, which is what makes working at GreenSol such a desirable personal career goal. Reading about the campaigns you have launched over the past several years was very inspiring, and I imagine actively participating in these initiatives must be much more than that. I would be thrilled to have the opportunity to join you.

Should you consider my application in the rest of the recruitment process, I would be glad to describe how I could increase the security of your networks and databases to help you maintain your stellar reputation on the energy market.

Best regards,

Joseph Chavez