**Jeremy Ryan**

[Street Address], New York, NY 55900

Home: (555) 555-5555 email: [Email Address] Cell: (222) 111-3333

**Today’s date**

Mr. Phillip McDonald, Hiring Manager

Company name

Address, City, State, zip

Dear Phillip McDonald,

My neighbor, Dave Carmon, who works in your accounting department, told me that your company is looking for a system administrator.

As you can read in my enclosed resume, I have great familiarity handling computer systems and maintaining security for the company I work for and for our clients.

My career highlights include installing and configuring servers, providing technical support, and troubleshooting when necessary. When computers unfortunately crash, I recover lost data and institute regularly scheduled backups.

Expertise in computer hardware, software (Windows/Linux, SQL Server Enterprise, Apache, and Microsoft AD, among others), and protocols (for example, DNS, IMAP/POP3, LDAP, HTTP, SMTP, NAT, and DHCP) is at the core of my performance.

I use my analytic skills and communication abilities to function equally well as a team member or independently.

I would be very interested to meet you in person to provide any further information you’d like and to hear about your company’s system and how I can assist in its efficient running and periodic updating.

You can reach me at 222-111-3333 or at [Email Address] and let me know when would be a convenient time to meet.

Thanks for your consideration.

Jeremy Ryan