Mateo Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · mateo.applicant@email.com

December 21, 2020

Dylan Lee

Director, Human Resources

Acme Bank

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I'm writing to express my interest in your posting for an experienced Database Administrator. As a certified Microsoft Database Administrator with a Bachelor’s degree in computer science and hands-on experience overseeing the design, development, and maintenance of various database systems, I believe my skills perfectly suit your needs.

I enjoy solving large, complex data problems enjoy the process of building and determining a solution. I am able to quickly identify new resolutions that will not only help solve major business problems but also ensure that the business maintains local, federal and business sector compliance given my extensive research abilities and deep industry knowledge.

The requirements and skills listed on your website closely match my background and future career goals. I look to grow in my role as a Database Administrator and have begun pursuing advancement by enrolling in a Master’s of Science in computer science at ABC University. I believe your company will be an ideal place to apply my education and work experience.

My resume is attached, and I'd be happy to pass along a list of past projects. I can be reached anytime at 555-555-5555 or mateo.applicant@email.com. Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,

*Signature* (hard copy letter)

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