

June 6th, 2017

Darryl Thompson
JND Legal Administration
2727 Western Ave Suite 258
Seattle, WA 98121

Mr. Thompson,

I am writing because of your opening for a system administrator. I have reviewed the duties and requirements of the position and know that I am a good fit for the skills you are looking for. I have been working professionally in IT for 5 years including over 3 years of system administration experience as a regular job duty. I have supported a wide variety of equipment in my career: Windows and Linux servers, switches, firewalls, printers, phones, wireless infrastructure, and more. I have maintained Exchange servers, Active Directory, ESXi hosts, in-house software, and open source software just to name a few things. I am self-driven not only in performing my work but in professional improvement. I want to always be at the forefront of best practices and I love seeing my hard work reflected in what others are able to accomplish.

I know as you review my professional experience you will see I have the skills and knowledge required to succeed in the position at JND. There is a reason why all my previous employers will say they miss having me on their teams. I look forward to meeting the team at JND and growing my career with you.

Regards,
Derek Held
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