**Deeksha Namani**  
(+1 469-404-3054)  
namanideeksha@gmail.com   
October 17, 2024

Hiring Manager  
College of Arts and Sciences  
Indiana University Bloomington  
812-856-1234

Dear Hiring Manager,

I am writing to express my interest in the **Database Coordinator** position at Indiana University Bloomington, as posted on your website. With a Master’s degree in Applied Computer Science and over three years of experience in database management, data analysis, and troubleshooting, I am confident in my ability to contribute to the continued success of your department.

As a **Software Engineer** at Prosprint Technologies, I gained substantial experience managing and maintaining databases using **SQL Server**, **PL/SQL**, and **MySQL**, which aligns with the technical requirements of this role. I have worked extensively on data integrity, troubleshooting data issues, and performing complex queries to support various reporting needs. My expertise in data profiling, cleansing, and ensuring the accuracy of large datasets will be valuable for maintaining the College's curriculum and supporting academic advisement reports.

In addition to my technical skills, I have experience guiding and supporting users with database-related issues. As a **Graduate Teaching Assistant** at the University of West Georgia, I provided ongoing support to students and faculty on technical projects, and I am confident that my communication skills will enable me to assist users with database questions and provide training to new staff as needed.

While I have not yet worked with specific academic tools such as **SIS** or **iGPS Degree Maps**, I am highly adaptable and eager to learn new systems and tools relevant to higher education. I am excited about the opportunity to contribute to the **Office of Undergraduate Curriculum, Policy, and Records**, and I am confident that my combination of technical expertise and collaborative approach will enable me to succeed in this role.

Thank you for considering my application. I would welcome the opportunity to discuss how my background and skills align with the needs of your team. Please feel free to contact me at +1 (469) 404-3054 or namanideeksha@gmail.com to schedule an interview.

Sincerely,  
**Deeksha Namani**