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# Example of JIRA Administrator Cover Letter

291 Borer Pike  
South Avery, ME 88359-3728

**Dear Shiloh Dooley,**

Please consider me for the JIRA administrator opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for complete coverage for all Atlassian tools including Confluence, Jira and integrations with Identity Management tools and products.

My experience is an excellent fit for the list of requirements in this job:

* Experience in implementing new services and systems in conjunction with a development team
* Excellent documentation skills, including system as-is and system maintenance processes and procedures
* Custom plug-in development experience with good scripting and programming knowledge
* Hands-on experience using Jira REST APIs
* Experience establishing standards and best practices (workflows, user volume, server volume)
* Confluence experience, windows background
* Of a new instance of JIRA Software
* Experience in Atlassian application use and administration

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Gray Lueilwitz