Downloaded from <https://www.velvetjobs.com/cover-letters/jira-administrator>

# Example of JIRA Administrator Cover Letter

11398 Parker Mews  
Pacochaport, MO 24042-6827

**Dear Emerson Smith,**

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

Previously, I was responsible for guidance and training to technical and non-technical teams to use Atlassian tools, Jira and Confluence.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

* Experience configuring and maintaining application links between JIRA and Confluence other applications
* Familiarity with database administration and SQL development
* Prove to be solutions-oriented
* Experience in an agile environment (scrum, XP)
* Experience developing applications in a common language (Java, C#, JavaScript)
* Experience using work tracking tools (TFS, VSTS, JIRA, Version One, Rally)
* Experience using build solutions (Hudson, Jenkins, Team Builds)
* Experience with code repositories (SVN, TFVC, GIT, Mercurial)

**Thank you for taking your time to review my application.**

Sincerely,

Lennon Stehr