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# Example of JIRA Administrator Cover Letter

509 Mable Inlet  
Kareenhaven, MT 58474-5950

**Dear Avery Zieme,**

I am excited to be applying for the position of JIRA administrator. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for application support for JIRA and Confluence to IT as well as the rest of the business.

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

* Carving out requirements around ambiguous projects
* Partner with cross-functional teams to design and implement solutions consistent with industry best practices
* Creation of templates, team boards, dashboards, custom fields, workflows, schemes
* Serve as a JIRA administrator or engineer and maintain responsibility for administration, maintenance, upgrades, enhancements to JIRA, and integrations with other tools or plugins
* Serve as the JIRA and Atlassian technical resource to ensure the adoption of development and workflow processes
* JIRA Service Desk Administration
* Implement various, integrated JIRA solutions to enable capacity planning, long-term resource planning, financial management and portfolio reporting capabilities
* Provide in-depth training to business users on JIRA and Confluence features and functions

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

Sincerely,

Casey Hansen