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

# Example of Junior Administrator Cover Letter

3072 Shirley Island  
Jackiestad, NY 61079

**Dear Lennox Murray,**

I would like to submit my application for the junior administrator opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for effective computer support to Safety and Risk Management staff in the development, implementation, and management of related programs and MS Access databases.

Please consider my qualifications and experience:

* Strong overall technical troubleshooting skills
* Familiarity with Agile principals and methodology
* MongoDB / SQL Server / MySQL / Puppet experience
* Experience with a ticket system such as Service Now or like system
* Moderate skills with high level of proficiency in relational databases (Oracle, SQL Server)
* Basic skills with high level of proficiency in big data concepts (Hadoop, NoSQL) is preferred
* Basic skills with moderate level of proficiency with engineered database machines (Exadata, PureData)
* Moderate skills with scripting (bash, perl)

**I really appreciate you taking the time to review my application for the position of junior administrator.**

Sincerely,

Hayden Willms