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# Example of Junior Administrator Cover Letter

51130 Edwardo Skyway  
Lake Freddyville, VT 08001

**Dear Cameron Cassin,**

I submit this application to express my sincere interest in the junior administrator position.

In my previous role, I was responsible for information, guidance and instruction on the use of portable computer hardware and software products to FBI personnel.

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

* Research new patches, upgrades and configuration changes for supported databases
* Create procedures, plans and documentation needed by other database administrators and IS management to support University applications
* Research new security patches and releases for databases, application and forms servers, any Oracle utilities and tools utilized
* Evaluate user requests for security access and grant appropriate access
* Work with the end-user to develop, test and implement new roles for security access
* Monitor all systems for security/access violations
* Working knowledge of database tools and utilities such as Application Server, Monitoring Utilities, or Warehousing Tools
* Awareness of monitoring, error handling and issue tracking

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

Sincerely,

Phoenix Lehner