

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

My experience in managing database along with my computing abilities and leadership skills will make me a perfect fit for your organization [XXX Organization]. I am excited for you to review my application for the job opening for a Database Administrator.

At [YYY Organization] I have successfully headed an IT team to achieve professional goals. In my professional experience of 6 years, I have also mentored recruits to make them work optimally and efficiently. I am also tasked with the following responsibilities:

* I was able to restructure a project and save the company a lot of money by designing and implementing databases.
* Adept at monitoring the database performance.
* Worked on developing the IT information to improve business continuity by testing the database.
* Successfully managed the IT department’s security issues by restricting access to the database.
* Adept at writing and maintaining the documentation required that include policy and standards.

My experience of 6 years demonstrates my leadership skills out of the box thinking and problem-solving capabilities. My through knowledge of SQL makes me a suitable candidate for the post of DBA.

Thank you for your time and consideration. I am looking forward to meeting you to discuss the position in further detail.

Sincerely,

[Your Name]

**Robert Smith**

**Database Administrator**