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| **robert smith**  **DBA** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[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],

I am excited to pitch my interest in the role of DBA available in your organization. Having an experience of 3+ as a DBA, I have a technical mindset and suitable skill set to surpass the requirements you are seeking for the job role. I am confident to bring considerable benefits to the company’s growth with my commitment to accomplishing KRAs.

Following are my current job responsibilities:

* Ensure to implement seamless data distribution throughout the company.
* Responsible for reducing database downtime and providing faster responses.
* Manage database performance and evaluate data privacy and integrity.
* Assign appropriate access permission to the users within the company.
* Responsible for disaster recovery of the database.
* Set up database policies and standards.

Thank you for taking out time to consider my application. Attached is my resume to give you an overview of my past and current employment along with my educational qualifications. I will look forward to having a detailed discussion of how I am a perfect fit for the job role.

Sincerely,

[Your Name]