|  |  |
| --- | --- |
| **robert smith**  **Oracle Database Administrator** | 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 have been a long-time follower of your company, and I am truly elated to see that your organization is looking for Oracle Database Administrator currently. I have the relevant educational qualification and experience in the field of database administration. Being an ardent enthusiast of Oracle systems and database management, who loves to work with web servers along with a variety of operating systems that include Windows, Unix, and Linux, my passion and talent combined with my educational background would help me to take up the role of an Oracle Database Administrator in your company and give my best every day.

Highlights of my accomplishments as an Oracle Database Administrator include:

* Working on Oracle Real Application Clusters by installing and configuring them and implementing Oracle ASM
* Efficiently supervising the day-to-day Oracle databases' upkeep.
* Contributed significantly to the diagnosis and fix of Oracle Golden Gate technical issues.
* Effectively maintained Oracle RAC on an everyday basis.
* Performed RMAN backup implementation and worked on several recovery strategies
* Used OEM grid to manage databases.

As an Oracle Database Administrator at \*\*\*, I was responsible for a wide variety of database administration activities, which has improved my expertise, and I have also completed some professional certifications which assist in gaining more knowledge about Oracle Systems. I am confident that my experience and my skills will enable me to become an ideal candidate for this role.

If my skills match your requirements, please contact me at ( ) or mail me at ( ) to schedule a meeting. I look forward to learning more about the Oracle Database Administrator post.

Thank you for your consideration.

Sincerely,

[Your Name]