

**REGINA LUA**

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August 4, 20xx

Ms. Jane Smith  
Human Resource Manager  
ABC Corporation  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Ms. Smith,

I am very interested in the **Senior Database Management Administrator** position, which was posted on Harper College's online job posting system. I have many years of successful Database Administrator experience in a fast-paced, changing environment where I have had to make critical decisions both independently and as part of a team. This expertise will allow me to contribute positively to ABC Corporation.

My qualifications include:

- Experience in database monitoring, troubleshooting, performance tuning and creating high-availability strategies in a 24/7 production environment
- Ensure the security of ITS databases systems by administering, maintaining and developing policies and procedures
- Plan for backup and recovery of database systems and services
- Enhance database integrity, performance and availability by suggesting changes in programming techniques and methodologies

I believe that I can help ABC Corporation continue its strong database management administration work. I look forward to an opportunity to discuss this position with you in person. Thank you for your time and consideration.

Sincerely,

Regina Lua