Kacie Law

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2975 Earnhardt Drive, Louisville, KY 40299

Human Resource Manager

Mrs. Whitney Johnson

September 23, 2019

Dear Mrs. Johnson,

I would like to apply for the position of System Administrator in your organization. I think that it will allow me to reach my highest potential in my career. I'm looking for an opportunity that will not only utilize my knowledge but also give me an opportunity to grow in the knowledge of leading edge technologies.

I'm accomplished IT Management Professional with over 15 years of experience possessing top-notch implementation, project and change management abilities. Highly organized, methodical and skilled at building consensus across high-performance teams.

My philosophy is that the most valuable resource of an IT organization is the people. Investments in infrastructure can only be fully capitalized upon with the development of motivated talented teams. I'm experienced in all aspects of IT support, including IT systems controls, networks, VPNs, desktops, and servers as well as LAN/WAN environments. I'm a self-disciplined and a quick learner who can absorb new ideas and can complete the given task in the given time schedule.

My role on the project as a System Admin was to prepare and validate the middleware environment as per the design of the Website at my last position. As a System Administrator I addressed the break-fix calls, assist with new implementation and upgrade for the setup of the Data Center and various Offshore Development Centers. Gained knowledge of Veritas Volume Manager and Veritas NetBackup. It was necessary to resign from my previous position to take care of family commitments. During this time, I have been keeping myself updated with the latest technology with VirtualBox at home. Currently I am preparing for AWS Certification.

 I see this position as a welcome challenge, which I look forward to.

Yours faithfully,

Kacie Law