Dear Mr. Kim,

On Yandex.Rabota service I learned of Windows System Administrator position for \_\_\_. I believe there would be a good fit between my skills and your needs.

My work experience includes:

Responsible for the hardware and software infrastructure of Windows-based services, including the city administration portal — which is used by over 50,000 people per day and regarded as key systems.

Also primarily responsible for the corporate document management system, supporting key business areas such as recruitment and finance.

Technical skills used include OS, database and application administration as well as being acknowledged as the local expert in configuring software.

I want to cover the distance from learning stage to experienced stage in this company. Thank you for considering me as good candidate and will be waiting for your feedback.

Yours sincerely,

Viktor Levin.