**Jenny Austin  
Microsoft Exchange Administrator**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@example.comhorizontal line

4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing in response to your advertisement for an experienced Microsoft Exchange Administrator. With my extensive knowledge of Microsoft Exchange, I believe I am an ideal candidate for this position.

I have a solid background in Microsoft Exchange Administration, with six years of experience in the field. During my career I have successfully installed, configured, troubleshot, and administered various Exchange Servers including Exchange 2010, Exchange 2013 and Exchange 2016. I am familiar with Microsoft Exchange scripting, scripting languages and protocols, and have an advanced understanding of Windows Server OS, PowerShell scripting, and Active Directory.

In my current role, I have been tasked with leading a team responsible for the installation, configuration, and maintenance of the company’s Exchange Server, as well as supporting users and providing training. I am well- versed in the latest Exchange technologies, including the hybrid deployment model, and I am comfortable with troubleshooting and resolving any technical concerns that may arise.

I am confident that my combination of technical expertise and customer service would make me an excellent fit for your team. I am detail- oriented, organized, and am known for my ability to work independently as well as in a team environment. I am also eager to learn and willing to go the extra mile to provide top- notch customer service.

I would welcome the opportunity to discuss this position with you and demonstrate how my skills and experience will benefit your team. I have attached my resume for your review.

Thank you for your consideration.

Sincerely,

**Your Name**horizontal line