**Jenny Austin  
VMware 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 to apply for the VMware Administrator position at [Company Name]. With seven years of professional experience in system and network administration, I am confident that I am the best candidate for the role.

I have extensive experience in virtualization, including working as a VMware Administrator for the past five years. During this time, I was successful in optimizing data centers to improve overall efficiency and reduce costs. I have a deep understanding of VMware products and tools, such as vCenter Server, vSphere, and vCloud Suite. In addition, I am proficient in the configuration and installation of hardware, such as servers, storage, and switches.

In addition to my technical skills, I have excellent organizational and interpersonal skills, allowing me to easily collaborate with colleagues and customers. I have experience of working with cross- functional teams and have a proven track record of meeting deadlines.

I am confident that my skills and experience make me an ideal candidate for the VMware Administrator role. I am excited to discuss this position in more detail and demonstrate my qualifications in a personal interview.

Thank you for your time and consideration.

Sincerely,

**Your Name**horizontal line