

**ZAN LIPPMAN**

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August 4, 20xx

Hiring Manager  
ABC Corporation  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Hiring Manager:

I would like to apply for the **Associate Database Administrator** position that was posted on Harper College's Hire a Hawk. I feel that the combination of my education and skills fit the job description.

I will be graduating in May with an Associate in Applied Science: Information Systems Degree from Harper College. In this program, I have learned about database administration, design and implementation. I have worked on many different business software packages. My work experience has allowed me to develop strong troubleshooting and maintenance skills. Additionally, I have excellent communication skills that will allow me to establish and maintain strong communication channels with the IT team and businesses you serve.

I look forward to an opportunity to discuss this position with you in person. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Zan Lippman