

# JAN KOWALSKI

## PERSONAL DETAILS

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### Application: IT Administrator Position at Sainsbury's

Dear Hiring Manager,

I am writing to express my interest in the IT Administrator position at Sainsbury's. With over 7 years of experience managing IT infrastructure in large-scale enterprise environments, I am excited to contribute to a forward-thinking organisation known for its innovation, customer focus, and digital transformation across the retail sector.

In my current role at IBM United Kingdom, I lead a team of junior IT administrators and oversee the maintenance and optimisation of over 200 servers. I have played a key role in improving system resilience by implementing enhanced firewall protocols, cloud-based disaster recovery solutions, and server upgrades, which collectively reduced downtime by 25%. I also introduced a structured onboarding programme for new IT hires, improving knowledge transfer and operational readiness.

Previously at Capgemini UK, I worked across diverse IT functions including network administration, virtualisation deployment, and security support. One of my key achievements was developing a cybersecurity training session for over 30 colleagues, which contributed to tighter internal compliance and awareness. I have consistently demonstrated initiative and adaptability in fast-paced, complex environments.

What draws me to Sainsbury's is your commitment to both technological advancement and customer trust. I am particularly inspired by your ongoing investment in cloud platforms, resilience engineering, and automation, areas where I bring strong technical and practical experience. I see this opportunity as an ideal match to contribute within a team that values reliability, collaboration, and continuous improvement.

I would welcome the opportunity to bring my infrastructure expertise, leadership skills, and proactive approach to Sainsbury's, and contribute to your continued digital success. Thank you for considering my application.

Sincerely,  
Jan Kowalski

*Attachment: CV and references*