

**[Your Full Name]**

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [Portfolio/GitHub URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the [Job Title] position at [Company Name]. As a [Your Current Academic Title, e.g., PhD Candidate/Researcher] in [Your Field] transitioning into technical writing, I offer a unique combination of rigorous analytical research, expert command of complex syntax, and the ability to translate specialized information into accessible documentation.

Throughout my academic career, I have specialized in distilling high-level [Subject Matter] into peer-reviewed publications and presentations for diverse audiences. This experience has honed my ability to master new, complex domains rapidly—a skill I am eager to apply to [Company Name]'s [Specific Product or Technology]. My background has prepared me to manage the full documentation lifecycle, from initial information gathering and stakeholder interviews to meticulous editing and version control.

I have actively bridge the gap between my research background and technical communication by [mention specific technical skill, e.g., learning DITA/XML, mastering Markdown, or contributing to open-source documentation]. I am particularly drawn to [Company Name] because of your reputation for [mention a specific company value or documentation style], and I am confident that my methodical approach to information architecture will benefit your engineering and product teams.

Thank you for your time and consideration. I am eager to discuss how my research expertise and dedication to clarity can support the technical writing goals at [Company Name].

Sincerely,

[Your Name]