

[Your Full Name]
[Phone Number]
[Email Address]
[Portfolio URL / LinkedIn Profile]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Re: Application for [Exact Job Title] Position

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. With a background in [Your Field, e.g., Software Engineering/Technical Writing] and [Number] years of experience translating complex technical concepts into accessible documentation, I am confident in my ability to elevate your editorial standards.

During my tenure at [Current/Previous Company], I specialized in creating [Type of Content, e.g., API documentation, whitepapers, or SDK guides]. My process involves collaborating closely with engineering teams to ensure technical accuracy while maintaining a focus on user experience and clarity. Notable achievements include:

- [Key Achievement: e.g., Reduced support tickets by 20% through restructured documentation].
- [Key Achievement: e.g., Managed the full editorial lifecycle for a suite of cloud-native product guides].
- [Key Achievement: e.g., Implemented a style guide that standardized voice across multiple technical departments].

I am particularly drawn to [Company Name] because of your recent [Specific Company Project or Value, e.g., commitment to open-source contributions]. My expertise in [Specific Tools/Languages, e.g., Markdown, Git, DITA, or Python] aligns with your technical requirements, and my editorial eye ensures that every piece of content is concise, accurate, and impactful.

I have attached my portfolio and resume for your review. I look forward to the possibility of discussing how my technical writing and editorial skills can support the goals of the [Department Name] team at [Company Name].

Thank you for your time and consideration.

Sincerely,

[Your Name]