

**[Full Name]**

[Portfolio URL] | [LinkedIn Profile]

[Email Address] | [Phone Number]

[City, State/Country]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name or "Team"],

I am writing to express my interest in the [Job Title] position at [Company Name]. As a Technical Content Writer with a background in [Specific Technology/Niche], I specialize in translating complex technical concepts into clear, actionable documentation and educational content.

In my recent role at [Previous Company/Experience], I was responsible for [Key Responsibility, e.g., developing API documentation or managing a technical blog]. My approach focuses on bridging the gap between engineering teams and [Target Audience, e.g., developers or end-users]. I have attached my portfolio, which showcases my ability to:

- Simplify [Technical Concept 1] for [Audience 1].
- Create comprehensive guides for [Product/Software Name].
- Maintain consistency across [Type of Content, e.g., knowledge bases or white papers].

I am particularly drawn to [Company Name] because of your recent work on [Specific Project or Company Value]. I am confident that my experience with [Tool/Language 1] and [Tool/Language 2] will allow me to contribute immediately to your documentation standards and content strategy.

Thank you for your time and consideration. I look forward to the possibility of discussing how my technical writing expertise can support the goals of [Company Name].

Best regards,

**[Full Name]**