

Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Scrum Master

Dear Hiring Manager,

I am excited to apply for the Career Change Scrum Master position at Acme Corporation, which I discovered on your careers page. With my strong background in project management and a passion for agile methodologies, I am eager to contribute to your team and help drive successful project outcomes.

In my previous role as a Project Coordinator at InnovateTech, I successfully led a cross-functional team through a complex software development project. By implementing agile practices, I facilitated daily stand-ups and sprint planning sessions, which resulted in a 20% increase in team productivity and a 15% reduction in project delivery time. My ability to foster collaboration among team members and stakeholders ensured that we not only met our project deadlines but also exceeded client expectations. Additionally, I completed my Certified ScrumMaster (CSM) certification, further solidifying my commitment to agile principles.

I am particularly drawn to Acme Corporation's focus on innovation and quality, and I believe my skills in stakeholder management and conflict resolution will be an asset to your team. I am adept at identifying and removing impediments, ensuring that teams can focus on delivering value effectively. I am eager to bring my unique perspective from my previous experience in project management to enhance your agile practices.

I would love the opportunity to discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of collaborating with your team to achieve remarkable results.

Sincerely,

Jordan Smith