

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Career Change Technical Writer

Dear Hiring Manager,

I am excited to apply for the Career Change Technical Writer position at Acme Corporation, as advertised on your careers page. With a strong passion for clear communication and a background in project management, I am eager to leverage my skills in a role that emphasizes precision and clarity in technical documentation.

In my previous role as a Project Coordinator at Tech Solutions Inc., I successfully led a team that developed comprehensive user manuals for our software products. One notable achievement was the creation of a 300-page documentation set that improved user satisfaction ratings by 25%. I collaborated closely with engineers to translate complex technical concepts into easily understandable language, ensuring that our customers felt empowered to use our products effectively. Additionally, I spearheaded a project that involved revising outdated training materials, resulting in a 15% decrease in onboarding time for new employees.

I am particularly drawn to this role at Acme Corporation because of your commitment to innovation and quality. I believe my unique blend of technical acumen and strong writing abilities will contribute positively to your team. I am eager to discuss how my background and skills can help enhance your documentation processes and support your mission of delivering exceptional products to your clients. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan A. Thompson