

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Scrum Master

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Scrum Master position at Acme Corporation, as advertised on your careers page. With a strong foundation in Agile methodologies and a passion for facilitating team success, I am excited about the opportunity to contribute to your innovative projects and help teams achieve their goals.

During my recent internship at XYZ Tech, I had the opportunity to assist in the implementation of Scrum practices for a cross-functional team developing a mobile application. I facilitated daily stand-ups and retrospectives, which led to a 20% increase in team velocity and improved communication among team members. My proactive approach not only kept the project on track but also fostered a collaborative environment where team members felt empowered to share ideas and improve processes. Additionally, I played a key role in creating user stories and maintaining the product backlog, ensuring that requirements were clearly defined and prioritized.

I am particularly drawn to the culture of innovation at Acme Corporation and your commitment to delivering high-quality products. I am eager to bring my unique skill set and fresh perspective to your team. I believe that my ability to adapt quickly and my strong communication skills will make me a valuable addition as you continue to drive agile transformation across projects.

I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of discussing this exciting role with you.

Sincerely,

Jordan Smith