

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Technical Writer

Dear Hiring Manager,

I am excited to apply for the Entry Level Technical Writer position at Acme Corporation, which I discovered on LinkedIn. With a strong foundation in technical communication and a passion for creating clear and concise documentation, I believe I would be a valuable addition to your team. Acme's commitment to innovation and excellence aligns perfectly with my career goals, and I am eager to contribute to your mission of delivering quality products and services.

During my time at University, I completed an internship with XYZ Technologies, where I collaborated with the engineering team to develop user manuals and online help documentation for their software products. I successfully organized and simplified complex technical information, making it accessible for end-users. My efforts resulted in a 30% reduction in customer support queries related to the software, showcasing my ability to enhance user experience through effective documentation.

Additionally, I was a key member of a project in my Technical Communication course, where we created a comprehensive technical guide for a fictional product. I assumed the role of lead writer, coordinating with my peers to gather technical specifications and feedback. Our project received top marks, and the professor commended my attention to detail and ability to break down intricate concepts into digestible content. This experience solidified my skills in research, writing, and collaboration, all vital for a successful Technical Writer.

I am very interested in the opportunity to further discuss how my background and skills align with the needs of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team and helping enhance your documentation efforts.

Sincerely,

Jordan Smith