

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Technical Writer

Dear Hiring Manager,

I am excited to apply for the No Experience Technical Writer position at Acme Corporation, which I discovered on your careers page. As a recent graduate with a passion for clear communication and a strong foundation in writing, I am eager to contribute my skills to your team and help produce high-quality technical documentation that aligns with your company's commitment to excellence.

During my academic career, I excelled in several writing-intensive courses, where I developed my ability to translate complex technical information into easily understandable content. For example, in my capstone project, I collaborated with a team to create a user manual for a software application. This experience required thorough research, attention to detail, and the ability to break down intricate concepts into user-friendly steps, which resulted in positive feedback from both faculty and peers. Additionally, I served as the editor for my university's technical journal, where I not only honed my editing skills but also gained insights into the importance of clarity and consistency in technical writing.

I am particularly drawn to Acme Corporation because of your innovative approach to technology and commitment to user experience. I am eager to learn from your experienced team and contribute to the quality of your technical documentation. I am confident that my enthusiasm for writing and my commitment to continuous improvement make me a valuable addition to your organization. I would appreciate the opportunity to discuss how my background and skills align with the needs of your team. Thank you for considering my application.

Sincerely,

Jordan Taylor