

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Promotion Scrum Master

Dear Hiring Manager,

I am excited to apply for the Promotion Scrum Master position at Acme Corporation, which I discovered on your careers page. With a strong background in agile methodologies and a passion for fostering collaborative team environments, I am eager to contribute to your innovative projects and drive successful product outcomes.

In my previous role as a Scrum Master at Tech Solutions, I successfully led a cross-functional team through a major product launch that resulted in a 35% increase in customer satisfaction and a 20% boost in overall productivity. By implementing effective sprint planning and retrospectives, I empowered the team to identify bottlenecks early and adjust their workflows accordingly. Additionally, I spearheaded the adoption of a new agile tool that streamlined communication, reducing meeting times by 25% and allowing the team to focus on delivering high-quality work.

Furthermore, I have a proven track record of coaching teams through the transition to agile methodologies. At Innovatech, I guided a team of ten through the adoption of Scrum practices, fostering a culture of continuous improvement that led to a 40% reduction in cycle time. My ability to facilitate workshops and provide hands-on support helped team members embrace their roles, ultimately leading to a more engaged and motivated workforce.

I am very interested in the opportunity to bring my background in agile project management and team leadership to Acme Corporation as a Promotion Scrum Master. I look forward to the possibility of discussing how my skills and experiences align with your needs. Thank you for considering my application.

Sincerely,

Jordan Taylor