

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Relocation Technical Writer

Dear Hiring Manager,

I am excited to apply for the Relocation Technical Writer position at Acme Corporation, which I discovered on your careers page. With a strong background in technical writing and a passion for creating clear and effective documentation, I am eager to contribute my skills to your team and support your innovative relocation services.

In my previous role at Global Move Solutions, I successfully developed and implemented a comprehensive relocation guide that streamlined the onboarding process for new employees. This guide included detailed sections on logistics, housing options, and local resources, which improved user satisfaction ratings by 30% according to post-relocation surveys. Additionally, I collaborated with cross-functional teams to produce a series of instructional videos that accompanied the written materials, enhancing the overall user experience and ensuring all information was accessible to diverse audiences.

Furthermore, my experience at TechWave included the creation of a knowledge base that supported international relocations. I conducted thorough research and interviewed subject matter experts to produce content that adhered to compliance standards while remaining user-friendly. As a result, the knowledge base was adopted company-wide and reduced the time employees spent searching for relocation information by 40%. I am confident that my background in creating targeted, actionable content will be beneficial to Acme Corporation as you continue to enhance your relocation services.

I am very interested in the opportunity to further discuss how my experience and vision align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Jordan Taylor