

Jordan Smith

January 16, 2026

Acme Corporation

RE: Scrum Master

Dear Hiring Manager,

I am excited to apply for the Scrum Master position at Acme Corporation, as advertised on LinkedIn. With a strong background in agile project management and a passion for fostering team collaboration, I am eager to contribute to your innovative projects and support your teams in delivering exceptional results.

In my previous role at Tech Solutions Inc., I successfully led a cross-functional team of developers and designers through the implementation of a new product feature that increased user engagement by 35%. By facilitating daily stand-ups and sprint planning meetings, I ensured that the team remained focused and aligned on goals while removing any roadblocks they encountered. This not only improved the team's velocity but also enhanced the overall communication within the group, leading to a more cohesive work environment.

Additionally, I implemented a metrics-driven approach to track team performance and identify areas for improvement. By introducing burndown charts and sprint retrospectives, I was able to help the team increase their sprint completion rate from 70% to 90% within just three months. This data-driven method allowed us to adapt our strategies quickly, ensuring we delivered high-quality work on time. I am particularly proud of my ability to mentor junior team members, fostering their growth and integrating them seamlessly into the agile process.

I am very interested in the opportunity to 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 team and driving successful agile practices.

Sincerely,

Jordan Smith