

# Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Technical Writer

Dear Hiring Manager,

I am excited to apply for the Technical Writer position at Acme Corporation, as advertised on LinkedIn. With a strong background in creating user-centric documentation and a passion for technology, I am eager to contribute to your team and help enhance the clarity and usability of your products.

In my previous role at Tech Solutions, I successfully restructured the user manual for our flagship software product, which resulted in a 30% reduction in support calls. By collaborating closely with software engineers and utilizing user feedback, I developed clear, concise, and accessible documentation that not only improved the user experience but also enabled our support team to handle inquiries more efficiently. Additionally, I implemented a new style guide that standardized all technical documentation across the organization, resulting in a more cohesive brand voice and improved readability.

I am particularly drawn to Acme Corporation's commitment to innovation and user satisfaction. I believe my skills in translating complex technical information into straightforward, engaging content align well with your goals. I am looking forward to the opportunity to bring my unique perspective and expertise in instructional design and technical communication to your team.

Thank you for considering my application. I am eager to discuss how my experience and vision align with the goals of Acme Corporation and contribute to the success of your projects. I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan A. Smith