**[Your Full Name]**

**[Your Physical Address]**

**[Your Email Address]**

**[Your Contact Number]**

**[Date]**

**[Company Name]**

Re: Application for the position of scrum master

Dear **[Recipient’s Name],**

This letter serves as an opportunity to get to know more about me as a prospective candidate for the position of scrum master at **[company name]** as advertised in **[where you found the job posting].** I would like to tell you about my skills, background, and ability to succeed in the position.

My interest in the position stems from a desire to use a diverse project management skill set towards solving software development challenges. My training and experience as a scrum master along with my ability to **[mention at least two skills that are listed in the job requirements]** make me an ideal candidate for the job. I know that I would be a valuable addition to the team at **[company name].**

I have a **[qualification]** from **[educational institution]** and have more than **[number of years]** of experience with scrum systems. I have extensive knowledge of **[list things like the Agile methodology and Kanban]** and outstanding **[add key skills that align with the job requirements].**

In my most recent role at **[previous employer],** I achieved **[describe an accomplishment and strengthen it with a percentage, if possible],** which improved **[mention the effect this accomplishment had on the company in question].**

I am eager to take on a new challenge and I see this as the perfect opportunity to contribute and grow. I am excited to be applying to **[company]** and for the opportunity to **[describe how your skills and expertise would benefit the company].** I truly admire **[mention notable milestones or characteristics you appreciate about the company]** and would feel privileged to a member of the team at **[company name].**

Please find attached my resume and **[mention any other documents that were requested, if applicable].** Feel free to contact me directly should you require anything further.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

**[Your full name]**