**[Date]**

**[Company Name]**

Experienced and passionate writer applying for the Technical Writer position

Dear **[insert hiring manager’s title and last name or their first name]**,

I found your advertisement for the technical writer position **[in/on insert location of job ad]** and am very interested in applying. My experience in technical writing and ability to **[insert #1 skill]** and **[insert #2 skill]** make me the perfect candidate for the job. I know my skillset and industry knowledge will be invaluable to **[insert name of the company/organization].**

I have several years of industry experience writing **[list examples of your work, e.g. product manuals]**. In my role as **[insert position]**, I achieved **[insert accomplishment(s) and strengthen it with a percentage, if possible]**, which improved **[mention the effect this accomplishment had on the organization or company in question]**.

During my career, I have become proficient in **[insert relevant technical writing software]** that has helped me create clear, user-friendly documents. Learning to use these programs has given me a great opportunity to become a person of many talents, which motivates me to apply my writing skills to **[insert company’s main technical writing subjects]**.

I have attached my resume and **[mention any other documents that were requested, if applicable]**. Here are also some links to my best writing pieces:

**[Insert links]**.

I’d appreciate the opportunity to meet with you in person and discuss how I can bring my expertise to **[insert company name]**. I’ll follow up in the next three days to see how we can move forward on my application.

Thank you for your time and consideration.

Sincerely,

**[Insert full name]**

**[NB: Please delete the ‘Technical Writer Cover Letter Template’ heading in red at the top of this page, and the footer below before submitting your cover letter!]**