

John Briggs
789 Columbia Street
City, ST 99999
(541) 999-0088
email@email.com

[▲ include applicant's information at the top]

June 1, 2020 [◀ include date]

Jennifer Smith
Smith Media Group
1840 Clause Rd.
Anytown, OR 97777

[▲ include addressee's information]

RE: Technical Writer Position [◀ include subject line to help the reader (optional)]

Dear Jennifer Smith: [◀ use a formal greeting with the person's full name (vs. Mr. or Ms.) followed by a colon]

[▼ note the block paragraph style and the use of white space]

I read with interest your ad for a Technical Writer in *Tech Comm Today* and am submitting my resume for your review and consideration. With degrees in both computer science and English, I possess and even exceed the required skills to do the job. I have over a decade of technical writing experience. In my current job I have written and edited numerous technical documents, including white papers, tutorials, reports, and user manuals. [◀ intro paragraph states the purpose, where the applicant learned of the position, and some information about the applicant relevant to the position]

I have a thorough knowledge of the Purdue OWL Professional Technical Writing Guide and the AP Stylebook. With outstanding technical and writing skills, I am able to create documents that are thorough, clear, and user-friendly. Because of my superior communication and interviewing abilities, I was able to work with subject-matter experts to immerse myself in a new software product gather information and identify relevant data. The resulting user manuals were well received by employees that were new to the software. I have been involved in the introduction of new technology to users from the first communication to the user manual to developing training materials. [◀ note the writer's use of a specific example here that supports his claim of having superior skills]

I'd love to bring my experience to your company for our mutual benefit. I look forward to your call at your earliest convenience. I am available to meet with you at any time. Thank you for your time and consideration. [◀ here the applicant mentions how his experience and expertise will benefit the company and that he's available to meet, and then he thanks them for their consideration]

Sincerely, [◀ include a standard closing]

John Briggs [◀ include name]

Enclosure: Resume [◀ list any documents that accompany the letter]