**Robert Smith**

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**Quality Assurance Technician**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

In response to your job listing advertised in the \*\*\* for the post of a new Quality Assurance Technician, I am writing this letter. As a person with education, skills, keen interest, and experience in the field, I have been following your organization's performance and achievements in recent years. I have always been in constant awe of your company's work culture, client base, growth, and the projects \*\*\*\* have associated with. As someone with passion and experience in quality assurance testing and documentation in a software environment, I am eager to apply for the role of Quality Assurance Technician in your organization. Highlights of my accomplishments as a Quality Assurance Technician include:

* Three years of experience in various aspects of quality assurance testing.
* Successfully reported and tracked quality metrics in documented them in translatable terms
* Participated and contributed to the innovation and introduction of various new procedures and processes when they are needed to meet defined objectives.
* Worked with cross-functional teams and efficiently and cordially communicated and coordinated with them. These teams include software engineers, project managers, various business development managers, and testers.
* Designed a few new test methods, which were necessary to meet customer goals in certain projects.
* Managed the quality control initiatives, attended audits, and participated in operational processes, so my knowledge of quality assurance is wide.
* My interpersonal and communication skills have constantly been appreciated by the manager.

As a Quality Assurance Technician at \*\*\*, I had a great time handling and performing quality assurance checks consistently. I have also developed strong documentation and communication skills that help me in understanding the process of QA and testing better. I am confident that my passion, experience, and my skills will enable me to become an ideal candidate for this role. If my skills match your requirements, please contact me at ( ) or mail me at ( ) to schedule a meeting. I look forward to learning more about the Quality Assurance Technician post. Thank you for your consideration.

Sincerely,

[Your Name]



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