**Robert Smith**

**Tech Writer**

[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],

Learning of your requirement for a new Tech Writer in your organization, I hastened to submit my resume for your consideration. I seek to pursue the opportunity with (Company Name) to work as your Tech Writer. I have been in the industry for 5 years now and closely watching your developments in delivering robust user experience and communication support. As an excellent consultant, with a proven background in designing and creating winning RFP, RFI, and RFG documents, I strive to produce consistent and quality writing projects on time and within budget.

In my background, I have immense experience in designing and creating substantive documents that eliminate errors and produce clear, and quality messages. I believe that my unique skills in writing would be an excellent fit for this role and your company.

Highlights of my qualifications include –

* Worked as a freelance technical writer with over 75,000 words of end-user documentation on my track record. Some of my portfolios include writing for the – HP, Toshiba, Sony, and Apple.
* At (Old Company name) I was rewarded with the Stand out Employee award for my dedication, punctuality, and quality service which contributed to the CSR increase of 32%.
* Successfully documented and streamlined back office procedures that weren’t documented previously.
* Completed checking of large volumes of articles with accuracy, and maintained high document quality in a deadline-driven environment.
* Proposed, drafted, and completed multiple winning proposals for ( List of portfolios) throughout the US and Europe.

With a passion for excellence and detail-oriented nature, I am adept at listening to my client’s requirements and coming up with out-of-the-box solutions in the shortest time. I have proven experience in communicating verbally technical details to customers, and have devoted my career to developing effective proposal writing strategies as well.

Please accept this letter and my enclosed resume as a brief introduction to my skills, and background. For a detailed discussion, feel free to contact me at your earliest convenience. Thank you in advance for your consideration.

Sincerely,

[Your Name]

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