**Robert Smith**

**Technical Writer**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[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],

I am excited to apply for the Technical Writer position at \*\*\*. With dual degrees in computer science and English, I am an organized and detail-oriented individual, having a strong record of meeting deadlines and maintaining the communication chain. I have over a decade of technical writing experience, and in my current job at \*\*\* I have written and edited various technical documents including user manuals, and user tutorials.

My background includes delivering quality document solutions for various top organizations in financial services, healthcare, and technology industries; consulting and proposal writing experience and record of success analyzing business needs, and creating winning \*\*\* documents that boost corporate sales, and improves the bottom line.

Summary of my key contributions include –

* Seven years of experience in documenting and streamlining back office procedures, and editing existing ones to enhance efficiency.
* Expert skills in planning, and organizing to constantly deliver technical writing projects on time and budget.
* Extensive background and experience in creating and designing substantive documents to reduce jargon so that the users get a clear and concise message.
* Monitored work of junior writers to ensure high-quality documents are submitted that too in an extremely time-sensitive environment.
* Wrote different proposals for \*\*\*\*\*, and was awarded “Best Technical Writer” for the year 2020.

I have devoted my career to Technical Writing, and am adept at listening to users’ needs and designing the best solutions based on their requirements. I have also worked with subject-matter experts where I was able to immerse myself in a new software product - \*\*\*. I would love to bring this experience and skills to your organization for our mutual benefit. Looking forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely,

[Your Name]