

TECHNICAL WRITING COVER LETTER SAMPLE

ROCKEE T. BULL

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Tom Dyson
Publisher
Common Sense Publishing
55 NE 5th Avenue
Delray Beach, FL 33483

Dear Mr. Dyson:

I am applying for the open position for web content assistant that I discovered while on Agora's website. As a recent Technical Writing graduate, I believe that I can bring a strong coding skill set to this position.

Common Sense Publishing interests me because it is a local publishing company that focuses on putting new ideas out to the subscribers. Your company inspires employees to grow and share their ideas no matter what level they may be. My technical writing coursework provided me with the qualifications and skills to enhance the user interface. During my New Media for Technical Communications course, I learned how to use HTML/CSS. For one of the projects in that class, a group of us created a mock website that allowed users to learn about different schools technical writing courses. In a Visual Rhetoric Course, we designed infographics, white papers, and other materials that will help edit and create online content. My goal is to apply my skills to your publishing company to help improve your website and content. For more details on my skills, please refer to the enclosed résumé.

I am requesting an interview to review how my qualifications meet your needs. Kindly reach me at (813) 974-2171 or e-mail me at rockeebull@usf.edu. In two weeks, I will check on the status of my application. Thank you for your valued time and consideration.

Sincerely,

(Handwritten Signature)

Rockee T. Bull

Good example for recent graduate students to incorporate relevant coursework into cover letter to highlight skills.