

# QA Engineer cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

## SAMPLE LETTER: EXPERIENCED

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Dear Hiring Manager,

I am applying for the Senior QA Automation Engineer position at [Organisation name]. I have six years of testing experience, the last four building and maintaining automation frameworks for a health insurance platform used by agents and customers.

When I joined, regression took the manual team five days before every release, and releases often slipped. I designed a hybrid framework using Selenium and Rest Assured with Java, organised tests by risk and wired them into our CI pipeline so that API checks run on every pull request and UI suites run nightly. I also cleaned up flaky tests by fixing waits and test data dependencies, which made people trust the results again. Regression now finishes in under four hours, and the team moved from monthly to fortnightly releases.

I still value exploratory testing and run focused sessions on new features with developers and product managers. I mentor three junior testers, review their test cases and help them write maintainable automation code.

My notice period is sixty days. I would welcome the opportunity to discuss your quality goals and current test setup.

Regards,

[Your name]

## SAMPLE LETTER: FRESHER

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Dear Hiring Manager,

I am applying for the Trainee QA Engineer position at [Organisation name]. I completed my BCA this year and finished a four-month software testing course, and I want to start in a team that values both careful manual testing and automation.

As part of the course, I tested an open-source e-commerce application. I wrote 140 manual test cases covering login, cart, coupons and checkout, and logged 23 defects in Jira with clear steps, expected and actual results and screenshots. One defect, where applying two coupons in a particular order gave a negative total, was confirmed by the project maintainers and fixed. I then automated twenty of the most important cases using Selenium WebDriver with Java and TestNG, following the page object model, and ran them through a simple Jenkins job.

I understand the testing life cycle, boundary value analysis, equivalence partitioning and regression planning. I also test APIs with Postman and write basic SQL queries to check data in the database.

I am detail-oriented, I document what I do and I am comfortable asking developers questions. I can join immediately and would be glad to take a testing assignment.

Regards,  
[Your name]

### **BEFORE YOU SEND IT**

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- Say clearly how much of your work is manual and how much is automation, and name the frameworks and languages you have written tests in, such as Selenium with Java or Playwright.
- Describe one important defect you caught before release and why it mattered to users or the business; it shows judgement better than a total bug count.
- Link a GitHub repository with a small, clean automation project on a public demo site, and never upload test data or screens from your employer's application.
- Mention any domain you have tested deeply, such as banking, insurance, healthcare or e-commerce, because domain rules often decide which tester gets shortlisted.