

Writer 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

Dear Hiring Manager,

I am applying for the senior technical writer position in the cloud products documentation team at [Organisation name]. I have six years of experience writing developer and administrator documentation, and I am keen to work on products used by large enterprise customers.

At my current company, a mid-sized software firm in Hyderabad, I own the API reference and integration guides for a payments platform. I moved our documentation from Word files to a docs-as-code setup in Markdown and Git, which let engineers review changes in the same pull requests as their code, and documentation-related support tickets dropped noticeably over the next two quarters. I also wrote the onboarding guide that our partner banks now follow during integration.

Earlier, at a services company, I documented three versions of an ERP product for a European client and worked closely with testers to verify every procedure before release.

I read code comfortably in Python and JavaScript, test API calls in Postman and work well with product managers across time zones. My notice period is sixty days. I have attached writing samples that are publicly available and can walk you through my process.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Editor,

I am applying for the trainee reporter position on the city desk at [Organisation name]. I recently completed my postgraduate diploma in journalism in Bhopal, and local civic reporting is the work I want to learn properly.

During my three-month internship at a Hindi daily, I filed 34 bylined stories, mostly on municipal services, school admissions and the weekly markets. One report on broken streetlights along a stretch of the bypass road was followed up by the corporation within a week, after the ward office confirmed the fault list I had compiled from residents and a site visit at night.

In college I edited our campus newsletter, which meant cutting other students' copy to fit, checking every name and number, and meeting a print deadline every fortnight. I write in both Hindi and English and can file quick updates from my phone when a story is developing.

I am available to join immediately and am comfortable with night shifts and field assignments. Links to my published clips are included in my resume, and I would welcome a writing test at your convenience.

Regards,

[Your name]

BEFORE YOU SEND IT

- Your cover letter is itself a writing sample, so keep it tight, error-free and close to the tone of the publication or brand you are applying to.
- Link three published pieces closest to the role, such as news reports for a desk job or product explainers for a software team, rather than your whole archive.
- Name your niche and working languages early; an editor hiring for personal finance in Hindi and English needs to see both in the first paragraph.
- Offer to take a writing test or submit a sample on a topic of their choice, and mention your usual weekly output or the deadlines you have handled.