

SRIRAKSHA DESHPANDE

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Dear Hiring Manager,

I am a highly qualified Technical Writer with a master's degree in Technical Communication, seeking a full-time Technical Writer position in the United States (onsite/hybrid/remote) as I graduate in May 2023. While my expertise lies within the IT industry, I am receptive to venturing into diverse domains. I can easily adapt and acquire new knowledge and skills as needed.

During my work tenure, I have successfully demonstrated a great track record by achieving:

- Content creation and management
- Agile framework and industry standards (SDLC & DDLC)
- Multitasking, proactiveness, and strong technical aptitude
- Ability to work on projects independently or in a team (with minimum assistance)
- Ability to work with geographically distributed team members and customers
- Out-of-the-box thinking and strong problem-solving skills
- High flexibility to adapt to competitive professional environments
- Attention to detail, excellent communication and learning skills, and an organized way of work
- Rising to the occasion and working with crunched timelines during team downsizing (covid times)
- Going the extra mile to overcome virtual communication barriers and customer complaints

As for my academic pursuit, I have delved into the world of Technical Communication by taking a diverse range of courses such as:

- Technical Writing
- Technical Editing
- Document Design
- Instructional Design & Development
- Grant & Proposal Writing
- Media Accessibility
- Web Development
- Teaching AI
- Hypotheses Training

As a hardworking and enthusiastic professional, I am motivated to identify innovative approaches to business challenges. I am eager to contribute my skills and knowledge to your organization and develop high-quality documentation. Thank you for considering my application. I look forward to discussing my qualifications further.

Sincerely,  
Sriraksha Deshpande