

Dear Madam/Sir,

In my current role at **GlobalFoundries**, I lead all the documentation efforts, overseeing the entire process from **document planning to release**. I ensure that all project timelines are met, and that all documentation aligns with the customer's requirements. My leadership includes coordinating with subject matter experts, crafting documents from scratch, developing templates and styles, redesigning legacy documents, and managing document revisions.

My USP lies in ability to build strong, collaborative relationships with cross-functional teams, enhancing project outcomes. More importantly, I am good at identifying the correct balance of providing extensive information while avoiding unnecessary details.

I proactively interact with diverse teams and develop documentation processes which increases productivity and efficacy. I am well-versed in implementing best practices in writing, process improvements, and template development.

With my skills and experience, I am confident that I can make a meaningful impact as a lead technical writer as my expertise aligns with the job requirement.

Thanks and regards,

Sangeeta

Yours sincerely,
Sangeeta