907-746-5978 Home

907-707-5654 Cell

[sue@sue-a-darby.com](mailto:sue@sue-a-darby.com)

[www.sue-a-darby.com](http://www.sue-a-darby.com)

<https://www.linkedin.com/in/suedarby/>

**Name**

**Title**

**Company**

**Address**

**City, State, Zip Code**

June 18, 2018

**Dear Mr./Ms. LastName**

I am applying for the **Technical Writer** position posted on **LinkedIn, Dice, Indeed etc**. At your convenience, I'd appreciate the opportunity to discuss the position and my candidacy with you. You can find my resume attached to this e-mail.

I am looking to bring my well-honed **writing and data skills** internally to succeed in an **technical writing** position.

Pertinent experience and skills for the posted position include:

* **Strong computer skills.**I am experienced in the Microsoft Software Suite, and also have an intermediate-level familiarity with HTML, CSS, and digital design.
* **I bring a variety of personal skills that will ensure success in this role:**I am a good listener with a solid work ethic and an insistent desire to excel. I have a proven ability to meet deadlines without fail and enjoy a fast-paced environment. I'm also a fast learner with extraordinary factual recall.

I'd love to find out more about the position you're looking to fill, and I would welcome the opportunity to tell you how my skills and ideas can benefit **Wellesley Information Services**. I can be reached at 907-707-5654 or sue@sue-a-darby.com.

Thanks for your consideration; I look forward to hearing from you soon!

Sincerely,

Sue Darby