

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the ICT Technical Writer position at [Company's Name], as advertised [where you found the job listing]. With a background in information technology and extensive experience in technical writing, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [mention any relevant experience, accomplishments, or responsibilities that relate to the job]. I have a proven track record of creating clear and concise documentation that enhances user understanding and supports effective communication between technical teams and non-technical stakeholders. My skills include [list relevant skills, such as creating user manuals, writing API documentation, experience with software tools, etc.]. Additionally, I am proficient in [mention any relevant software or technologies], which I believe will be beneficial for the projects at [Company's Name].

I am particularly drawn to this opportunity at [Company's Name] because [mention what excites you about the role or the company]. I admire [specific detail about the company or its projects], and I am eager to contribute my skills to help achieve [mention any specific goals or projects of the company].

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further and explore how I can be an asset to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a conversation.

Sincerely,  
[Your Name]