

[Mention the date]

To,

[Mention the name of the Hiring manager]

[Mention the name of the company]

[Mention the address of the company]

Dear [Mr. /Mrs. /Ms.] [Mention the name of the manager]

Today I am writing this letter regarding your advertisement for the job vacancy for the position of scrum master, which is published in (mention the name of the portal or website).

I would love to be a part of a prestigious company like (mention the name of the company or organization) which is at (mention the company's location or organization).

I am currently working with (mention the name of the current company or organization the sender is working for). I am an experienced employee in this particular field of scrum master.

As earlier, I did work with (mention the name of the previous company or organization of the sender). I did my (mention the name of the degrees or courses) from (mention the name of the college or university).

As a skilled employee in this field, I gather the knowledge of my responsibilities of managing each project's scope and timeline, coordinating sprints, retrospective meetings, and daily stand-ups, coaching team members in Agile frameworks, and facilitating internal communications and effective collaboration.

Being the point of contact for external communication, working with product owners to handle backlogs and new requests, resolving conflicts and removing obstacles that occur, helping teams implement changes effectively, and ensuring deliverables are up to quality standards at the end of each sprint.

I know how to guide the development team to higher scrum maturity, helping to build a productive environment where team members win the product and enjoy working on it.

Moreover, I have all the requirements that a scrum master should have, as I have been proven experience in a scrum master role for the last (mention the total period of experience of the sender) and familiarity with software development.

Also, I have enough good knowledge of scrum, techniques, artifacts, and other agile frameworks. I am excellent at communication and servant leadership skills. Problem-solving and conflict resolution ability. Also, I am outstanding at organizational skills.

I am confident that my skills perfectly match your requirements. I have attached my detailed profile to this application letter. Thank you for considering my application. I hope you find it suitable so that we can arrange a meeting.

I am excited to meet you in person. Please do let me know whatever decision you take; feel free to contact me by email or directly on my contact number. (Mention the contact number and the email Id of the sender).

Sincerely,

[Mention the name of the sender]

[Mention the address of the sender]