

Scrum Master Cover Letter Template

Provided by AkbarYakub.com · Scrum Master Career Coaching

HOW TO USE THIS TEMPLATE

Replace every section in *[brackets]* with your own information. The coaching notes in *italics* explain what each section should accomplish — delete them before sending. Aim for half a page to one full page maximum.

— COVER LETTER BEGINS BELOW —

[Your Full Name]

[City, State] · [your.email@example.com] · [LinkedIn URL] · [Phone Number]

[Today's Date]

[Hiring Manager's Name, if known — otherwise omit this line]

[Company Name]

[Company City, State]

Dear [Hiring Manager's Name / Hiring Team],

PARAGRAPH 1 — THE HOOK

Goal: Give the reader a reason to keep reading. Be specific about the company or role. Never open with 'I am writing to apply for...' -- that sentence gets skipped every time. Choose one of the three approaches below, then delete the others.

Option A — The specific observation:

I noticed that [Company Name] is [specific observation about the company — e.g., scaling from two Scrum teams to five, recently adopted SAFe, navigating a major product pivot]. That transition — [briefly describe the challenge it creates] — is exactly the kind of work I have done at [Company/context], and it is what drew me to this role.

Option B — The direct credibility statement:

I have spent the last [X] years as a Scrum Master [and/or Agile Coach] at companies ranging from [small context] to [large context]. The through-line in all of it has been [one-sentence summary of your core value — e.g., helping teams do their best work by removing the organizational friction that gets in the way].

Option C — The brief story:

In my last role, I [one-sentence description of a challenge — e.g., inherited a team that had been through three Scrum Masters in two years]. [One sentence on what you did.] [One sentence on the outcome.] That kind of [result] is what I do.

PARAGRAPH 2 — THE VALUE

Goal: Connect your specific experience to their specific context. Research the company before writing this paragraph — look at the job posting, LinkedIn, and their website. Pick one or two things from your background that directly address what they

need. Use numbers where possible.

[Your posting mentions / I noticed that] [specific thing the company cares about — e.g., improving engineering-product alignment, scaling Agile practices across multiple teams, reducing time-to-market]. This is an area where I have [specific experience]. At [Company Name], I [specific action you took — e.g., designed and facilitated a bi-weekly Product Council that brought together Scrum teams, Product Owners, and senior stakeholders to resolve prioritization conflicts before they reached the sprint level]. The result was [specific, quantified outcome — e.g., a 40% reduction in mid-sprint scope changes over two quarters]. [Optional: one sentence on how this connects to what they are trying to do.]

PARAGRAPH 3 — THE CLOSE

Goal: Express genuine interest and invite next steps. Keep it short — two to three sentences. Avoid ending with 'I look forward to hearing from you' -- it is passive. End with something that invites action.

I am genuinely excited about [specific thing about the company or role — e.g., the work your team is doing on [product/initiative], the stage the company is at, the culture you describe]. I would welcome the chance to talk through how my experience maps to what your team is working on. Happy to make time for a call at your convenience.

Sincerely,

[Your Full Name]

[CSM / SAFe® SM / PSM — list your certifications here]

[LinkedIn URL]

— COVER LETTER ENDS ABOVE —

PRE-SEND CHECKLIST

- Does the opening paragraph give the reader a reason to keep reading?
- Does paragraph 2 connect YOUR specific experience to THEIR specific context?
- Have you avoided repeating information already on your resume?
- Is it under one page — ideally closer to half a page?
- Does it sound like a human being wrote it, not a template?
- Have you addressed it to a specific person if you can find their name?
- Have you deleted all coaching notes (italic text) before sending?
- Have you replaced every [bracket] with real information?