

[Your Name]

[City, Country] | [Phone]

[Email] | [LinkedIn]

[Date]

[Hiring Manager Name]

[Job Title]

[Company]

[City]

Re: Remote [Role] application: [Your Name]

Dear [Hiring Manager],

I have worked remotely for [X] years with teams across [X time zones], most recently as [Role] at [Company], where I delivered [result] without a single missed sprint.

- Communication: written updates daily in [Slack / Teams], async documentation in [Notion / Confluence], and weekly check-ins.
- Ownership: I own [project] end to end and flag blockers within [X] hours.
- Results: [metric] improved by [X]% while working fully remote.

My workspace has reliable [fiber / backup] internet and I am based in [City, Time zone], with [X] hours of overlap with [your team's time zone].

I would welcome a call to discuss how I can contribute.

Best regards,

[Your Name]