

Ngoc Ballard

☎ (512) 555-1234 ✉ ngoc.ballard@example.com [in linkedin.com/in/ngocballard](https://www.linkedin.com/in/ngocballard) 📍 1234 Maple St, Austin, TX 78701

JUNE 19, 2026

Hiring Manager
TechNova Solutions
San Francisco, CA

Dear Hiring Manager,

I am thrilled to apply for the Machine Learning Engineer position at TechNova Solutions, a role that perfectly aligns with my passion for technology and my experience in building scalable infrastructures.

The responsibilities of this role closely mirror my previous work, where I developed robust data pipelines and collaborated with teams to integrate cutting-edge AI models. Friends often refer to my knack for problem-solving and adapting under pressure as 'the engineer's secret sauce'.

My ideal workplace embraces curiosity and conjoined success. TechNova's mission resonates with me, as I believe that technology can enhance our lives. I aim to contribute not just skills but genuine enthusiasm for tackling challenges.

In my latest role, I built microservices enhancing AI workflows, assisting clients and colleagues alike in simplifying complex processes. I look back fondly at our successful implementations that improved system efficiency remarkably.

While I sometimes complicate my thoughts with self-doubt, that persistent struggle shapes my perseverance. After all, every plan isn't flawless, but learning from missteps is crucial—like tuning an engine until it runs perfectly smooth.

Looking forward to our conversation soon.

Thanks,

Ngoc Ballard

Ngoc Ballard