

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager,

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub- Technical advisor cover letter.

Respected Sir/Madam

I [mention your name] would like to state that I am willing to do the role of a technical advisor at your esteemed company, that is, [mention the name of the institution]. All the responsibilities and duties will be done by me in an appropriate manner.

From [mention the name of the institution], I received a master's degree in [mention the name of the course] in the year of [mention the year]. After finishing my studies, I went to [mention the name of the institution], where I did my training and got to learn many things about this field, such as what they do, how they do, and what they do to make their work perfect.

As I have [mention the year] of experience in this field, this is why I am aware of all the duties of the same. Duties that are well known by me as a technical advisor are defining and developing applications for technical design, coordinating technical activities, supporting team members in their programming activities, and many such things. My skills include [mention the skills which you have and are best for this job]. I will do great in this job.

If you have any queries regarding the same, you can contact me at your own convenience through my contact details mentioned below. My resume and other

necessary documents are attached to this letter. Hope to receive a call from you very soon. Thank you so much for taking time from your busy schedule.

Sincerely,

From

James Brown

[Handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]