

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: Cover letter for a position in forestry

Dear Mr. or Mrs. or Ms. HR Manager,

It is with immense pleasure that I am writing this letter to apply for a forestry post at [mention the name of the organization]. I can't believe that I am finally getting the opportunity to work for an organization that has done so much in this sector and has protected nature and the environment. I hope to join the team with my long job experience, strong skills, and good knowledge.

I pursued a [mention the name of the course] from [mention the name of the educational institution], gaining the certificates in the year [mention it] after I obtained [mention the degree] from [mention the name of the academic institution]. I have always been a smart and diligent student all throughout my academic life.

Previously, I was employed as a forester at [mention the name of the organization] for [mention the number of years]. Working there, I was fortunate to have learned a lot with the support of my seniors. Some of my job responsibilities were assessing areas to be burned before and after burning, conducting and coordinating felled-tree volume studies, marking and investigating trees that are ready to be harvested, and preparing contracts for harvesting forest products and other contract services.

I have the ability to plan, organize, and make decisions. In addition, I possess remarkable management skills, great communication skills, and solid interpersonal skills. I plan to obtain even more in the near future and prove to be a valuable asset to the organization I am working for.

Kindly review this letter as well as my resume attached to it, and let me know whether it will be possible to meet me in person for further discussions.

Thank you so much for your time, patience, and consideration. Hope to get a positive reply from you.

From

James Brown

[Handwriting signature]

[Mention the contact details]

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