

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

Subject: Cover letter for the position of Compliance Analyst

Dear Sir/Madam,

I am ready to work in the position of compliance analyst in your esteemed organization of yours. I am very well aware of the fact that I am a suitable candidate for this respective organization. The advertisement related to the position of compliance analyst in the Jobsite of [Jobsite name] has actually excited me to go ahead and apply for it.

I am quite qualified and I do possess the right skills to achieve the target of the organization.

In fact, I have done Bachelor's in Business Administration from the reputed university of [university name] and I have scored above [percent } %.

I have also done a certification course in computer applications to work with ease on computers.

I am capable of drafting letters with great proficiency, and I easily manage the work under specific deadlines.

I have been able to prove myself with accuracy in mathematical calculations and meet the target of the company. With convenience, I do easily interact with the team members in the workplace.

I have been known to maintain an excellent track record in connection with the work that I have done till now. I am very much capable of managing the internal and external processes of the workplace. I always follow the rules and regulations of the company, and I do make sure that everyone abides by the terms and conditions of the company.

If I get the opportunity to join your company, then I do think that I will achieve the necessary target by following the instructions of the seniors. I will be able to build an excellent team and guide them how to verify the quality standards of the people working in the company.

Please let me know as quickly as possible how soon I can actually come for the interview and join your company. Kindly respond to me back through [email id] or [contact number].

Thanking You,

Yours Sincerely,

From

James Brown

[Handwriting signature]

[Mention the contact details]

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