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- Compliance officer cover letter.

Respected Sir/Madam

I am very happy to write this letter to your esteemed company that is [mentioning the name of the company] to apply for the post of compliance officer. According to the description box I consider myself eligible for this post. I will definitely not let your expectations down.

I have a bachelor's degree in finance which I got from [mention the name of the institution] in the year of [mention the year]. I have [mention the years] of experience as a compliance officer. In my last work I learned many things about this job which includes educating staff so that they are informed of any legal changes, acting as a contact person between the department and senior heads, and conducting regular assessments to check if everything is under control or not.

I have several skills which includes critical thinking, negotiating, can solve any type of problem without creating any mess, integrity, creativity, interpreting risks, can manage time and many more. My skills and knowledge will definitely make my work better. As I have each and everything which is required for this job so I believe that I am the best candidate you can ever have for this position.

In addition to this, my CV and other necessary certificates are attached with this. You can have a look at the documents if you find me capable of this post. If I get selected for this position, I'll make sure that you will not get dissatisfied by my work. I will work with dedication and passion.

I have given all the documents with this letter but if you find anything is missing you can contact me so that I can provide that particular document to you. I will be able to do well in this field. 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]