

**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- Safety manager cover letter.**

**Respected Sir/Madam**

As I got to know that you are hiring candidates for the post of safety manager. I am willing to do the job of a safety manager at your reputable company [mention the name of the company]. The role is easy for me as I have the proper experience for this job.

My education was completed from [mention the name of the institution] in the year of [mention the year]. From there, I got a master's degree in [mention the name of the course]. After completing my education, I trained myself from [mention the name of the institution], where I learned about many things such as [mention the things which you learned from there] as I have [mention the year] of experience which I gained from working at [mention the name of the company].

This is the reason behind knowing all the duties of a safety manager, such as developing and executing health and safety plans according to workplace guidelines, preparing and enforcing policies, and many such things. I have several skills in me, such as [mention the skills which you have and are best for this job]. My work will definitely make you happy.

My resume and other necessary documents, such as [mention the name of the document], are attached to this letter. Hope you will contact me soon regarding the same. Thank you so much for considering me for this job.

**Sincerely,**

**From**

**James Brown**

**[Handwritten signature]**

**[Mention the contact details]**

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