

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- Machinist Cover Letter

Respected sir/ma'am,

My name is [mention the name of the sender], and I am writing this letter in regard to my interest in applying for the job position of [mention the name of the job position] in [mention the name of the hiring company]. I got the information about the hiring process of your company from the newspaper where it was mentioned that [mention the name of the hiring company] is in search of a [mention the name of the job post].

I feel very honored to inform you that I have all the qualifications within me which one mentioned in the job application. I would like to inform you that I have completed my bachelor's degree in [mention the name of the course related to the field], and I have proper knowledge and experience in working with machine tools or mechanical assembly.

Previously I used worked with [mention the name of another company] as a [mention the name of the job position], and I have worked there for the past four years. It has helped me immensely to gain proper knowledge, such as how to operate and maintain lathe and milling machines, take precise measurements for cutting or shaping, maintain safe and clean workstations etc.

As you can see I have proper working experience and also proper educational background, I can assure you that I will be the perfect fit for this opposition. Kindly accept my cover letter as a legitimate job application for this job position in your company. I am looking forward to meeting you. Have a nice day.

Sincerely,

From

James Brown

[handwritten signature]

[Mention the contact details]

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