

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- blue collar cover letter

Respected sir/ma'am,

My name is [mention the name of the sender] and I am writing this letter to apply for the job of [mention the name of the job position] in [mention the name of the hiring company]. I believe that you will accept this letter along with my biodata as a proper job application for the position of [mention the name of the job post] in your company.

I completed my High school from [mention the name of a school], and after that, I started working in my father's bicycle repair store. I have been working there for over 3 years now and after working there for such a long period of time I have been able to gain proper knowledge in this field.

I know how to install new parts, repair broken parts, even replace various equipment like stands, headlights, seats etc. I can assure you that I have good communication skills and I have the ability to listen to what the customer needs.

As you can see I have worked in my father's mechanical shop for such a long period of time I have ideas about each and every corner in this field. I can assure you that you will never get the chance to be disappointed by hiring me. I hope that you will reach out to me and I will get the chance to work with your company.

Sincerely,

From

James Brown

[handwritten signature]

[Mention the contact details]

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