

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- Data manager cover letter.

Respected Sir/Madam

A few days ago, your reputable company that [mentions the name of the company] posted a job vacancy for the position of data manager. I would like to apply for the same. My skills and qualifications and experience are proper for this job. In addition to this, I am the best at this job.

I have a bachelor's degree in computer science which I got from [mention the name of the institution] in the year of [mention the year]. I know the duties of a data manager which include making recommendations for door hardware, and software, generating and reviewing all the databases, communicating with property managers about data changes, and many more.

I have received many awards which include [mention the name of the awards] for being the best data manager. I am a person with lots of skills which includes goal-oriented, time management, problem-solving, good communication skills, and many such things.

This is because I am interested in this field and would do anything to make my work a better one. I am the best candidate for this job, and once you select me for this job I will prove the same.

All the mentioned documents are attached to this letter. Hope you will contact me soon regarding the acceptance of me as a data manager. Thank you so much for your consideration.

Sincerely,

From

James Brown

[Handwritten signature]

[Mention the contact details]

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