

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: Cover letter for the post of Warehouse Manager.

Dear Mr. or Mrs. or Miss HR Manager,

With great excitement I would like to express my interest to apply for the available position of Warehouse Manager at [mention the name of the company]. After seeing your advertisement on your company's website, I couldn't hold myself back from applying to this opportunity. I believe that I possess all the required skills and qualifications that are necessary for this position. I can guarantee you that I will be the most suitable candidate for this role.

In my previous job at [mention the name of another company] I was responsible for

implementing operational policies and procedures, implementing and overseeing security operations, maintaining documentation and keeping accurate records of

activities, maintaining awareness and knowledge of the condition and location of fleet vehicles, assisting with delivery when required etc. As I have worked in this field for a long period of time I have been able to gain the ability to operate for Clive effectively and gain proficiency in computer skills. I have outstanding communication skills in both verbal and written way and outstanding leadership organization and multitasking and problem solving skills within me.

I duly state that all the above mentioned information about myself is true to the best of my knowledge and belief. My resume is attached with this application for your reference. I have faith in you that you will definitely go through it and get back to me. I am looking forward to this opportunity. I thank you for your time and consideration.

Sincerely

From

James Brown

[Handwritten signature]

[Mention the contact details]

[Mention here, if there is any post no to be given]