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 Stock Associate.

Dear Mr. or Mrs. or Miss HR Manager,

With regards, I am writing to the available open position of stock associate with your renowned company. I truly believe that I am the right applicant for this position because of my strengths as well as my qualifications.

During my college days I worked as a part-time stalker for a little store in my locality. So I've got experience working in inventory as well. In my previous role, my duty included notifying the manager when any of the merchandise was running low or was out of stock so that those items would be reordered.

I've always kept track of the inventory in which I worked earlier. Easy checking inventory so that all the items on the invoice were perfectly delivered and the list matched my register was also part of my job role.

If something happened, like some product was damaged, went missing, was not delivered through some issues, or some product was delivered but not on the invoice, I always notified my reporting manager for those issues right away so that the issue could be taken care of within due time. Because of these qualities of mine, I was always acknowledged by my senior authorities.

I'm also familiar with using the computer to make sure the records are being stored inside the machines as well. In case of any discrepancy, I always reported to my manager immediately. I deeply understand the importance of keeping everything in the right place, and organized, especially when dealing with fragile items.

I hope the above-stated description of my job role in my previous organization is enough to consider me for this position. I am attaching my resume with this application for your kind reference. I hope you will go through it and get back to me very soon as I am really looking forward to this golden opportunity.

Sincerely

From

James Brown

[Handwritten signature]

[Mention the contact details]

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