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 Material Controller.

Dear Mr. or Mrs. or Miss HR Manager,

With due respect and humble submission, I am applying for the post of the material controller in your reputed organization. The requirements given by your company truly match my skills, and I am confident that I am the most suitable candidate for this post.

I have completed my bachelor's degree in [mention the name of the degree]. Previously I worked in a warehouse for two years, where I have assigned some of the work required by this position and have successfully completed all of those without any delays.

I have experience in reading shipping orders as well as invoices to ensure that the correct products are packed and shipped out to the right address and delivered to all the customers well in time. I also have experience in storage guidelines for warehouses where I have worked previously. I have experience in looking out for all the incoming and outgoing stocks and also looking for damaged or missing products. I duly understand the distribution system in a warehouse where all the incoming and outgoing orders are placed and accommodated.

Stated above are some of my skills, and I think that these are enough to prove that I am the most suitable candidate for this post in your company. I promise that I will give my best in every aspect whenever any job is assigned to me.

My resume is hereby attached to this mail for your kind reference, and I hope that you will look into this matter and do the needful. I am really looking forward to working with your team, and I hope you will get back to me soon.

Sincerely

From

James Brown

[Handwritten signature]

[Mention the contact details]

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