

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- data cable installer cover letter

Respected sir/ma'am,

With due respect, I [mention the name of the sender] am writing this letter to apply for the position of [mention the name of the job post] in [mention the name of the hiring company]. As soon as I saw that there was a vacant position of [mention the name of the job post] I wanted to apply for this job as I think I would be the perfect fit for this job in your company.

I have been working as a [mention the name of the job post similar to this job] for over 4 years and I have been able to gain proper knowledge and experience in this field. Previously I used to install data cables, voice systems, home routers, etc. I also used to set ground cables, work on light poles, etc.

Now let me inform you about my academic background, I have completed my high school diploma from [mention the name of a school], and as you can see that I have been associated in this same field. I have a very strong knowledge of electrical systems. I also have the ability to install complex internet and television equipment and I have very strong and good communication skills.

Kindly give me a chance to work with [mention the name of the hiring company] and I promise that I will give my best no matter what. Thank you so much sir or ma'am for

taking some time out of your schedule and giving this letter a proper read. I hope that we will be meeting soon.

Sincerely,

From

James Brown

[handwritten signature]

[Mention the contact details]

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