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 Valet.

Dear Mr. or Mrs. or Miss HR Manager,

It gives me immense pleasure to express my interest to write this application apply for the available post of Valet in your reputed organization. I truly believe that I do possess all the required skills and qualifications that are necessary to fulfill all your requirements for this position. My experience makes me the best fit in this role.

I can assure you that I have all the proper roles and responsibilities within me like greeting guests of the establishment, assisting with unloading guest luggage, parking cars safely, retrieving cars for guests in a timely manner, ensuring that parked cars are locked and that the keys are stored safely or returned to the owner. I would also like to inform you that I have a valid driver’s license and I have never committed any traffic offenses.

You will be very glad to know that I have already been working as a valet for [mention the name of another company] for over 3 years and by working there I have been able to gain excellent customer service skills.

It was all about me. I am attaching my resume with this application for your kind reference. I believe that you will go through it and get back to me very soon as I am really looking forward to this opportunity. I hope to hear from you soon and meet you in person. 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]