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 Quality Control Manager.

Dear Mr. or Mrs. or Miss HR Manager,

I am writing to apply for the Quality control Manager position with your reputed organization. I am a quality control professional with over six years of in-depth industry experience. In my current position of Quality Manager at [Mention the name of another company], I set and maintain the quality standards for each component, check for disputes, monitor and inspect production as well as supervise a huge number of employees.

I am a very organized and detail-oriented person, which I believe is a must-have quality for this job. I have got exceptional computer and technological skills, and I am familiar with the programs and equipment needed to maintain different types of machining operations. Above all I am also an experienced team leader who sets high standards for my team as well as incentives and builds up a rapport so that they can trust me and do work as per my instructions and motivations for high performance, which always results in great success.

In my current position, my team has consistently produced the highest volumes of quality batches and has been named the best team for the past few years. I would enjoy the chance to share my past experience as well as my skill sets with everyone

at your esteemed organization as your new Quality Manager. I highly believe that you will find me to be an extraordinarily qualified Quality Control Manager candidate.

I am attaching my resume with this application for your kind reference and I hope you will go through it and get back to me very soon. I am really looking forward to this opportunity. I hope you will look into the application and do the needful to it.

Sincerely

From

James Brown

[Handwritten signature]

[Mention the contact details]

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