

**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- Loader cover letter.**

**Respected Sir/Madam**

Recently, I got to know about the job vacancy for the post of the loader at your esteemed company [mention the name of the company]. The points which were mentioned in the description box were read by me in an appropriate manner. I have a belief that each and every duty will be done by me in a proper manner.

My education was completed from [mention the name of the institution] in the year of [mention the year]. From there, I got the degree of [mention the name of the course]. After completing my education, I did a course of [mention the name of course] which helped me in enhancing my skills in this field. For more than [mention the year], I have been working as a leader at different companies like [mention the name of the company]. There I was praised for my work.

Duties that are well known by me as a loader are offloading flatbed trucks, forklifts and yard trucks is necessary; loaders will move and drop beams and must be able to use scanners and many such things. My skills will definitely impress you. I will put my efforts into doing well in this field. You will have no regrets by choosing me for this job at your esteemed company, that is [mention the name of the company].

If you find me capable of doing this job, kindly check my documents and resume, which is attached to this letter. If you require any further information then please contact me at your own convenience through my contact details mentioned below. I would like to be a part of this company as a loader. Thank you so much for considering me for this job.

**Sincerely,**

**From**

**James Brown**

**[Handwritten signature]**

**[Mention the contact details]**

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