

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- Compliance officer cover letter.

Respected Sir/Madam

With great enthusiasm, I am writing this letter to let you know that I am interested in the post of compliance officer. I have read the description properly and I believe that I am eligible for this job. I have all the skills and knowledge which you require for this job.

As I have worked as a Compliance officer for [mention the years] so I am aware of all the responsibilities and duties which includes assessing business operation and risks, conducting audits regularly, developing risk management strategies and many more. I can perform each and every responsibility properly and I do not create any problems while performing them.

I have different types of skills in me that include organizational skills, good at communication, can solve any type of problem and many more. I have both skills and knowledge which is actually needed in this type of job. If I talk about my qualifications then I am a student of [mention the name of the institution] where I completed my graduation in the year of [mention the year].

In addition to this, I worked as an intern at many companies like [mention the name of the company] for several years. With so many years of experience, I believe I can do better in this role.

My CV is attached with this letter. If you require any further information, then you can also check the documents which are attached there too. I am capable of doing this job. I would be really grateful if you would give me this opportunity. Thanks in advance.

Sincerely,

From

James Brown

[Handwritten signature]

[Mention the contact details]

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