

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 Web Content Editor.

Dear Mr. or Mrs. or Miss HR Manager,

It gives me immense pleasure to express my interest to write this application to apply for the available post of Web Content Editor 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 have completed my graduation in journalism from [mention the name of the institution]. I have been working in this field for the last 10 years. I have got excellent command of the English language within myself. I have also got excellent communication as well as interpersonal skills within myself.

I am a very highly organized as well as the detail-oriented employee. I have also gained experience in using Microsoft Office as well as many more social media platforms. I also have got knowledge of using SEO as well as the industry's best practices.

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]