

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- Technical manager cover letter.

Respected Sir/Madam

This is in response to the job vacancy which your esteemed company that is [mention the name of the company] is having for the post of a technical manager. All teg expectations which you have from a candidate can be fulfilled by me in an appropriate manner.

The master's degree in [mention the name of the course] is received by me from a reputed institution that is [mention the name of the institution] in the year of [mention the year]. After receiving the graduation certificate, I trained myself from [mention the name of the institution] in the year of [mention the year]. From the placement section, I was hired by [mention the name of the company] in which I used to work as a technical manager.

There I was appreciated for my work and got many awards for being a good technical manager. Duties that are well known by me are performing analysis on CIS efficiency and integration, reporting to management on CIS development and many such things. I have several qualities in me, such as [mention the qualities which you have and are best for this job]. My work will definitely impress you.

If you require any further information, then please contact me at your own convenience through my contact details mentioned below. You will find my resume and other necessary documents attached to this letter. Hope to hear from you very soon. Thank you so much for taking time from your busy schedule.

Sincerely,

From

James Brown

[Handwritten signature]

[Mention the contact details]

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