Cover Letter

[Name of the Writer]

[Name of the Institution]

Cover Letter

Allainnah Mandt

(Street Address)

(City)

(Contact Number)

(Email)

January 23, 2019

(Name)

Hiring Manager

(Company)

(Address)

(City)

Dear Sir,

I recently came across your job opening for a Human Resource Manager at one of your locations near my home town. As an early applicant for the vacancy your providing, I would like you to know that I have been in the field of management for over twenty years. Moreover, I hold a Bachelors degree in Government from a well reputed University. Since your firm is more inclined towards the government sector and the vacancy your posting suits my qualifications and skills, I could not think of a better chance but to apply for this position as an HR Manager.

I hold very important experience letter certificates and appreciation records from all my previous employers. I have been consistent and robust with my performance in every organization. My degree in Government allowed me to become familiar with all the aspects of political science and the high demand skills needed to become versatile in the field. I have excellent communication and analytical skills which allow me to be more affluent and productive than an average employee. I am good at working alone or in a team, either way, I can provide results faster than an average person as I have the tenacity to do so. My passion for becoming an HR Manager in the government field would allow me with the most crucial experience and skills. I would know how it feels to become accountable while working in a complex and dynamic environment. If only I could experience it all by myself, I am firm that I will not let down this organization in any way.

I hope you carefully evaluate my resume and my qualifications before coming up with a decision of either hiring me for this elevated position or not. I will be waiting anxiously for a reply from you regarding my application.

Regards,

Allainnah Mandt