**Sample Cover letter for Employment**

Mr. R.J. Barley,

Chairman,

Inlet Pvt. Ltd,

Oakwood,

Birmingham.

27-April-2010.

Dear Mr. Barley,

Your recent advertisement in the union Times for the post of the Human Resource Manager interests me a lot. I am very much confident that I possess the skills and the educational qualification to suit this position perfectly.

I have worked as a Human Resource Manager in The Times Union. During my work with the Times, I have developed a lot of experience in various H.R. strategies. I have attended and conducted many workshops in Human Resource Management. I have worked for the business growth and have excelled in the skill of outsourcing.

I have enclosed a copy of my resume with a few referral letters. I request you to kindly consider me for this position and offer me the job.

I hope to hear from you soon.

Thanking You,

Sincerely,

Mr. Roderick.

Phone # 56740928420.