5th Feb 20XX

Name of the company,

Dear HR,

I would like you to accept this letter as an expression of interest in the post of safety officer in your company. I am a passionate and enthusiastic safety offer with extensive experience of 5 years in the same field. I have a strong background in providing valuable security solutions to the company I have worked in.

I have always been an avid learner when it comes to improving my skills in emergency management and reporting security concerns ahead. I, as a safety officer, am a smart and intelligent person who is a perfect problem solver who manages everything with accuracy and proficiency.

In my current job as a safety officer, I have worked for the safety of concerns of the company and have tried to bring improvements to the business with my work. I am a progressive and career-oriented person who always looks for new ways and opportunities to avail myself. My collaboration skills are excellent. I can work in teamwork to achieve a particular goal.

I would like here to request you to take a moment and have a look at the resume I am attaching with this letter along with the credentials. I am looking forward to your response.

I am highly obliged for your consideration.

Regards,

Name of the sender