Respected Sir,

Good day!

I would like to express my interest to apply my candidacy for the position of Storekeeper. I have enclosed a copy of my resume, listing my qualifications and work experiences along with this letter.

I have been working as a Storekeeper for almost 20 years in different known projects and companies. As a Storekeeper, I do the supervision to the laborers with their daily responsibilities and have been in charge and trusted with the distribution of different tasks to the workers. I have been in charge into organizing and supervision of piping, mechanical, electrical and instrument materials as a Storekeeper. I have been doing also physical inventories and transactional reports as part of my responsibilities. I am known from the past companies for being keen and careful in terms of transactions with the suppliers, vendors, especially about the hand over transactions of spare parts and special tools to the client.

With the experiences and qualifications I have, I know I am suited for this position and to be part of your company.

I am looking forward towards to the great opportunity to appear for an interview with you especially to be part of your company. Please let me know if there are any other information needed from my side. I am always available to call on anytime. You can reach me through this email or in the phone number provided in my resume.

Sincerely,

EDGAR B. BINLAYO

Applicant