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| **Robert smith**  **Safety Manager** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I would request you to consider my enclosed resume for the job role of Safety Manager that is now available with \*\*\*. On reading your job description, I discovered that your team is looking for a highly responsible and experienced Safety Manager. I have been working in this field for the last 8 years and I have had some supervisory experience prior to that. I am well-trained in every aspect of safety training and ensure that optimal safety is provided to both 3rd party needs, and internal needs. Furthermore, my degree in safety management, combined with my strict adherence to safety standards of the organization and federal level makes me a right fit for this job.

Presenting my crucial responsibility areas in the current role-

* Achieving comprehensive employee training and knowledge while minimizing injuries and safety violations
* Developing, deploying, and monitoring health and safety programs and policies for various production and manufacturing plants since \*\*\*
* Driving strict compliance with federal and state safety regulations
* Developed and delivered safety training programs that are well-received by employees
* Engaging employees in the safety process and creating a culture of safety
* Excelling at sustaining accident- and hazard-free environment and training and motivating staff for optimal regulatory compliance
* Monitoring and preventing workplace safety incidents through inspection and routine check-ups

With my deep understanding of the regulations governing safety, along with my strong advocacy skills for safety compliance, I assure you that I can keep the employees and the organization safe and protect them from potential liability. I look forward to meeting with you to discuss this opportunity further. Thank you for your time and consideration.

Sincerely

[Your Name]