# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Subject: Application for the General Labor Position

Dear [Hiring Manager’s Name],

I am writing to express my interest in the [General Labor position] at [Company’s Name] as advertised on [where you found the job posting]. With my strong background in [specific industry/sector, e.g., construction, manufacturing, landscaping], combined with my certifications in [mention any relevant certifications, e.g., OSHA 10-Hour Construction Safety and Health, Certified Forklift Operator], I am excited about the opportunity to contribute to your team and projects.

Objective: To bring dedication, hard work, reliability, and eagerness to learn and adapt to new challenges in the general labor position at [Company’s Name]. Here are a few highlights that I believe demonstrate a good fit for the requirements of the [Job Title] position:

* **Certifications**: [List relevant certifications here]
* **Experience**: [Briefly mention your relevant work experiences here]
* **Skills**: [List some of your key skills here, e.g., Equipment and Tool Operation, Safety Protocols and Compliance]

I am particularly drawn to [Company’s Name] due to [mention any notable facts about the company, its projects, or its culture that attracted you to it]. I am confident that my hands-on experience and dedication to the highest standards of safety and quality would make a significant contribution to your team.

Enclosed is my resume that further outlines my qualifications. I look forward to the opportunity of discussing my application with you further. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or via email at [Your Email Address]. Thank you very much for considering my application. I am looking forward to the opportunity to further discuss how I can contribute to the success of [Company’s Name].

Warm regards,

[Your Name]