# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear [Hiring Manager's Name],

I am writing to express my interest in the [specific position name, e.g., "Skilled Laborer"] position at [Company's Name] as advertised. With my strong background in [specific technical domain, e.g., "welding and electrical installations"], coupled with my [degree or certification, e.g., "Associate of Applied Science in Welding Technology"], I am confident in my ability to contribute effectively to your team.

During my tenure at [previous employer's name, e.g., "XYZ Construction"], I [specific achievement or responsibility, e.g., "supervised a team of laborers, ensuring adherence to safety and quality standards"]. My experience has equipped me with valuable technical skills, a keen sense of safety awareness, and an adept ability to solve problems in high-pressure situations.

What excites me most about the opportunity at [Company's Name] is [specific detail about the company or role that appeals to you, e.g., "the chance to work on large-scale projects that impact the community"]. I am confident that my hands-on experience, coupled with my dedication to maintaining the highest standards of quality and safety, would make me a valuable asset to your team.

I would be grateful for the chance to discuss how my skills and experiences align with the needs of your company. I have attached my resume for your review, and I am available at your earliest convenience for an interview.

Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,

Your Name