

**SAMPLE STUDENT**

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August 4, 20xx

Hiring Manager  
ABC Corporation  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Hiring Manager:

I am interested in being considered for the **HVAC Technician** position at ABC Corporation, which is posted on Harper's online job posting system. My hands-on education, strong mechanical aptitude, and customer service experience will allow me to make a positive contribution to your team.

I have earned certificates from Harper College in Residential Comfort Systems and Heating Service. I am currently pursuing a certificate in Refrigeration Service. In addition, my qualifications include:

- Experience working with sheet metal, installations, duct work, duct layouts, and duct cleaning
- Performing preventive maintenance, troubleshooting, and repairing mechanical and electrical systems
- Refrigerant Handling- Universal (EPA) Certification
- Strong customer service and communication skills

I welcome the opportunity to work for ABC Corporation, whose focus is on providing outstanding service to its customers. I look forward to an opportunity to discuss this position with you. Please contact me at your convenience if I can provide further information about my qualifications or answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student