

**SAMPLE STUDENT**  
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August 4, 20xx

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

Dear Hiring Manager:

I would like to express my interest in the **HVAC Manager** position at ABC Corporation, which is posted on Harper College's online job posting system. I would like to work for ABC Corporation because of your organization's excellent reputation for customer service and technical proficiency in the field.

My resume demonstrates how I have developed the knowledge and skills that make me a strong candidate for this position. I would like to highlight my qualifications:

- Managing the operations of a large HVAC company with over 30 staff members
- Maintaining quality standards by on-site supervision and inspections of all projects
- Proficiency in all areas of HVAC, including refrigerant, gas, and electrical furnaces, rooftop units, heat pumps, boilers, and hot water heaters
- Ensuring customer satisfaction by promptly investigating concerns and implementing corrective action

I welcome the 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