

SAMPLE STUDENT

Palatine, IL 60067

847.555.1212

samplestudent@gmail.com

www.linkedin.com/in/samplestudent

August 3, 20xx

Hiring Manager
ABC Corporation
1200 Algonquin Road
Palatine, IL 60067

Dear Hiring Manager:

I am writing to apply for the **Maintenance Mechanic I** position at ABC Corporation, which is posted on your company's website. I welcome the opportunity to utilize my skills and experience to contribute to ABC Corporation's mission to provide top-quality service and products to your customers.

As you can see from my attached resume, I received my Basic Maintenance Mechanic I Certificate and will soon complete my Maintenance Mechanic II Certificate from Harper College. Through my hands-on experiences, I acquired excellent skills in maintenance, repair, and prevention. I have a demonstrated ability to read blueprints to comprehend what the project requires and experience using basic hand tools and portable electric power tools.

In addition, I am familiar with OSHA regulations and standard operating protocols. I also can learn new procedures quickly. My ability to perform mathematical calculations assists me in working closely and accurately with maintenance workers and my ability to manage heavy manual work is an added asset.

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