

SAMPLE STUDENT

Palatine, IL 60067

847.555.1212

samplestudent@gmail.com

www.linkedin.com/in/samplestudent

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 that was posted on Harper's online job posting system.

I have earned certificates from Harper College in Residential Comfort Systems and in Heating Service and 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 would welcome the opportunity to work for ABC Corporation, whose focus is providing outstanding service to its customers. I look forward to an opportunity to discuss this position with you in person. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student