

SAMPLE STUDENT
Palatine, IL 60067
847.555.1212
samplestudent@gmail.com
www.linkedin.com/in/samplestudent

August 4, 20xx

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

Dear Jane Smith:

I would like to express my interest in the **HVAC Manager** position at ABC Corporation, which was 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. My qualifications include:

- 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, roof top units, heat pumps, boilers and hot water heaters
- Ensuring customer satisfaction by promptly investigating concerns and implementing corrective action

I would welcome the opportunity to work for ABC Corporation. 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