

SAMPLE STUDENT

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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 would welcome the opportunity to utilize my skills and experience to contribute to the success of your company.

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 in order 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 protocol, and 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 to answer any questions. Thank you for your time and consideration.

Sincerely,

Sample Student