

Sample Student
Schaumburg, IL 60122
847.555.1212
samplestudent@gmail.com
www.linkedin.com/in/samplestudent

August 13, 20xx

Hiring Manager
ABC Welding Services
1200 West Algonquin Road
Palatine, IL 60067

Dear Hiring Manager:

I am writing to apply for the **Welder** position at ABC Welding Services, posted on Harper College's online job posting system. My hands-on education and understanding of the basic operation and inspection of welding equipment will enable me to start on projects immediately.

As you can see from my attached resume, I have recently completed the Basic Welding Certificate program at Harper College. My qualifications include:

- Adept at TIG, MIG, ARC and Gas Acetylene welding and cutting with a torch
- Able to follow all safety and housekeeping rules while performing welding tasks
- Possess excellent written and verbal communication skills
- Proven track record of working effectively on a team

I would welcome the opportunity to work for ABC Welding Services. 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.

Kindest Regards,

Sample Student