

SAMPLE STUDENT

Palatine, IL 60067

847.555.1212

samplestudent@gmail.com

www.linkedin.com/in/samplestudent

August 4, 20xx

Hiring Manager
ABC Tool
1200 West Algonquin Road
Palatine, IL 60067

Dear Hiring Manager:

I would like to express my interest in the **Welding Supervisor** position, which is posted on ABC Tool's website. I would like to work for ABC Tool because of your organization's excellent reputation for providing outstanding service with a commitment to safety and quality.

The attached resume details my professional experience and skills; however, I would like to highlight a few qualifications that meet your needs:

- Five years of experience conducting training, coordinating operations, and planning work schedules and production sequences to meet and exceed production goals
- Earned an Associate in Applied Science in Welding Technology Degree along with Certificates in Basic Welding, Advanced Welding and Welding Fabrication
- Excellent written and verbal communication skills with all levels of personnel
- Extensive experience interpreting specifications and blueprints

I would welcome the opportunity to work for ABC Tool. 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