

JOSE COOL
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Palatine, IL 60067
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August 4, 20xx

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

Dear Ms. Smith:

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 Domestic Refrigeration and Air Conditioning 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,

Jose Cool