

John Smith

123 Main Street • Washington D.C. 20004

June 1, 2009

Sir,

Please consider me for employment with your company as an Advanced Installation Helper.

I am reliable, motivated and committed to becoming a professional in the HVAC trade. I am a hard worker. I get the job done, and I do not make excuses. I have a professional demeanor that will prove valuable to you and your customers.

While I currently have little or no experience working in the HVAC trade, I have invested my time, money and energy in a great training program that taught me the fundamental hands-on skills needed to be an immediate value to you as an employer. I want to be in the HVAC trade.

While I know that I have not yet mastered my basic skills through repetition and experience, my training at Capitol Education has taught me to braze refrigeration tubing, recover, pump down, evacuate and properly charge systems (by the sub-cooling method), properly wire new systems (control voltage and line voltage), properly set equipment, drain solutions, gas piping, flue installation, and more. I can even build a very basic sheet metal transition.

I hope that you recognize my sincerity and dedication as I seek employment with your company.

Thank you for considering me.

Regards,

John Smith

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