

1000 Main Street
Anytown, WA 99999
November 8, 2007

ABC Corp.
Fax: (555) 555-5555

Dear ABC Corp.:

In response to your advertisement in **The Herald**, please consider my résumé in your search for a Millwright.

I bring more than 16 years experience as a millwright, with 11 years specific experience in a consumer products manufacturing environment. I completed my apprenticeship in heavy equipment maintenance in 1990. Since 1991, I have been employed by ABC Mill, where I have worked in both plant maintenance and operations. I have successfully modified, designed and installed both material handling and packaging equipment. What's more, I am skilled with lathes, mills and welding equipment, including mig and tig, and possess outstanding safety and problem-solving capabilities.

I believe my skills and experience make me a well-qualified candidate for the position of Millwright. You will find me to be a hands-on team builder who is committed to getting the job done right. I look forward to discussing with you further how I can contribute to the continued success of ABC Corp.

Should you require any additional information about my qualifications, please contact me via phone at (555) 555-5555.

Thank you for your consideration.

Sincerely,

John Smith

Enclosure