

# RAYMOND ORTIZ

Electrician Apprentice  
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January 1, 2024

**Mr. Caleb Morris**

Senior Hiring Manager  
Seattle Electric  
(987) 654-3210  
calebmorris@seattleelectric.com

Dear Mr. Morris,

With over two years of experience as an electrician apprentice with Johnson Electrician Services, I've developed expertise in electrical wiring, OSHA safety, and NEC electrical codes. My ability to identify technical solutions to complex electrical issues would be an asset to your organization.

Seattle Electric's reputation for delivering clean energy to residential customers drives my interest in this opportunity. As an apprentice, I collaborated with electricians to install residential electrical equipment and solar photovoltaic (PV) systems. I can provide valuable contributions to your organization's clean energy initiatives based on the following accomplishments from my career:

- Supported senior electricians for the installation of residential electrical equipment and solar PV systems and delivered education to customers on clean energy alternatives
- Collaborated with the team on technical solutions for residential customer issues in compliance with NEC electrical codes and OSHA safety standards
- Performed testing and repairs on electrical equipment and diagnosed issues with electrical systems, switches, and conduits

I hope to speak with you further regarding how my background within the energy industry can be an asset to your organization. You may reach me via phone or email at your earliest convenience. I appreciate your time and consideration.

Sincerely,

*(Insert Signature Here)*

**RAYMOND ORTIZ**