

**Debra Doe**

ABC Electrical Works  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Mr. Barrera,

Dear Ms. Doe,

I have overseen hundreds of commercial and residential electrical jobs in my current position, both through hands-on work and supervising the journeyman electricians reporting to me. While I am proud of our satisfied customers, I am even more proud that no injuries have occurred on my watch.

I am nearing the decade mark of my career as an electrician. At this point, I am feeling drawn to and inspired by ABC Electrical Works because of your company's work on challenging projects and reputation for reliability. These past accomplishments demonstrate how I may be able to help ABC Electrical Works continue to build its sterling reputation:

- Reviewed and updated my current company's safety procedures, then trained subordinate electricians on new policies
- Implemented new scheduling and planning practices that cut the average job's completion time by 20%
- Successfully completed both single-family-home residential jobs and large-scale commercial projects

I would love to meet with you to discuss what I can bring to ABC Electrical Works. Please let me know when you have a convenient window to talk.

Kind regards,

John Sparks, ME