

# Jerry Caswell

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456 My Street, San Diego, CA 76543

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Sarah Shaw

Ahrens Construction

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Ms. Shaw,

As a construction worker with eight years of industry experience, including power tools and team leadership experience, I have built a reputation as a knowledgeable and highly skilled worker. My dedicated work ethic and unique set of skills are qualities I hope to bring to the team at Ahrens Construction.

Ahrens Construction is known for its exceptional work standards, highly experienced team, and dedication to reconstructing derelict buildings in the Cedar Rapids area. This ethos is what initially piqued my interest in the company.

Along with my extensive experience, some of my workplace achievements hold me in good standing for this role. These accomplishments include:

- Assisted the project manager in leading a team of over 30 construction workers on a \$1 million retail project
- Maintained a 100% safety record for eight years
- Trained five new construction workers

With my construction expertise and leadership experience, I would be an excellent addition to the Ahrens Construction team. For that reason, I would like to set up an interview to discuss my skill set further. I am available for an interview at your convenience.

Kind regards,

Jerry Caswell

