

**Mr. Matthew Johnson**

Peco Energy  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Mr. Johnson,

As an apprentice electrician with Philly Electric IncI supported master electricians in performing over 150+ installations and electrical repairs for residential and commercial customers. I believe that my experience diagnosing root causes for complex issues with electrical systems would be a strong asset to your team.

Peco Energy has a prestigious reputation for being a source of innovation within the energy space. I'm enthusiastic about the opportunity to continue to grow as an electrician within your organization and believe that my advanced knowledge of blueprint reading, and electrical codes would allow me to immediately contribute based on the following achievements from my career:

- Provided support to master electricians during the installation and repair of HVAC equipment and electrical systems for homeowners and commercial clients, generating \$500K in annual revenue
- Ensured compliance with National Electrical Code (NEC), building codes, and OSHA safety
- Diagnosed issues and defects with electrical wiring, identified solutions, and performed preventative maintenance to ensure optimal functionality and performance

I would like to schedule an interview to provide more insights into how my electrical theory and customer service expertise can be an asset to your organization. Feel free to contact me via phone or email for additional questions about my background. I appreciate your time and consideration.

Sincerely,  
Aliya Jackson