

Sam Student

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September 6, 2019

Ms. Elaine Smith
Director, Human Resources
Company Name
1234 Greenback Road
Somewhere, SC 29622

Dear Ms. Hall:

I learned from my Career & Employability Resources office at Tri-County Technical College that you are hiring a Quality Inspector in a Manufacturing company in Seneca, SC, and I am submitting the enclosed resume for your consideration.

I am currently enrolled in the Industrial Electronics Technology program and am already familiar with reading schematics. As you can see from my resume, my work as a truss builder allowed me to gain experience with large machinery, including the construction of roof and floor trusses. This work involves great attention to detail to ensure that all webs and chords are fit to company and management standards. Both there at XXX and at XXX Farm, I regularly inspected, repaired and maintained equipment.

I am excited to have already done extremely well in AC/DC Circuits, Hydraulics & Pneumatics, and Motor Controls (3.7 GPA) at Tri-County Technical College and I would relish the opportunity to develop my skills further with Company Name. Please feel free to contact me by phone at (phone number) or email professional@gmail.com to answer any questions and possibly arrange an interview to discuss how my skills might fit with your needs. Thank you for your consideration.

Sincerely,

Sam Student

Enclosure