**Alexander Ferguson**

[Street Address] ⬩ New York, NY 55900

Phone: 555-555-55555 ⬩ [Email Address]

**Today’s date**

Mr. Jay Marshall, Project Manager

Rose Building Ltd.   
Address, City, State, zip  
  
**Re: Construction Worker, Advertised in The Union News**

Dear Mr. Jay Marshall,

I read in The Union News that your company wants to hire construction workers for the subsidized housing project on Blacktop Road and Cement Street.

I wrote up a list of construction projects that I’ve worked on during the past 14 years, where I went to school, and other information, and I’m attaching it to this cover letter as my resume, so you can look at it after you finish reading this.

I have a lot of experience in constructing buildings, highways, and bridges, and am used to following the foreman’s instructions and government requirements. I know how to assemble fixtures, perform riveting, install plumbing, apply indoor and outdoor paint, lay down flooring and carpeting, make repairs, dig foundations, assist with electrical wiring under the direction of an electrician, and pour concrete. I’m a great team worker and can carry heavy materials safely.

I operate tractors, bulldozers, cranes, trucks, and jackhammers also.

I’m waiting for the next project to start up, so in the meantime, I have time to help out with the construction that your people are working on.

Call me whenever you want – I’m waiting to come in and talk with you folks in person.

Sincerely,

**Alexander Ferguson**

**Enclosure: Resume**