***Chad Wilson***

**[Street Address] New York, NY 55900 ⬩ H:555-555-55555 M: 333-333-33333 ⬩ [Email Address]**

**Today’s date**

Mr. Roger Ward, Department Manager

Power Time Ltd.

Address, City, State, zip

**Re: Application for Electrician Position**

Dear Mr. Ward,

I’m happy to contact you about your job posting for an electrician advertised in this week’s Corridors of Construction.

As the ad specified, I’m a licensed electrician with more than 10 years of experience wiring commercial and residential buildings. I adhere strictly to all safety guidelines, and am familiar with additional requirements for federal government buildings. Please see my attached resume for more details.

My areas of expertise include:

* Designing and installing the electrical wiring of office buildings, theaters (The Pearl Palace), malls, homes, and mansions.
* In addition, I do troubleshooting, solving electrical problems in structures not wired by me, and repairing electrical equipment.

I am able to analyze blueprints and circuit schemes, and suggest safer or more efficient ways of wiring.

I have recently finished a course in Going Green methods for energy efficient buildings, and would be interested in sharing ideas from the course with you and determining if they would be appropriate for your construction projects.

Please let me know when would be a convenient time for us to meet.

Sincerely,

**Chad Wilson**

**Attachment: Resume**