[Today’s Date]

[Hiring Manager’s Name]

[xxx Company Address]

Company City, State, Zip Code

(xxx) xxx-xxxx

[hiring manager@email.com]

Dear Mr./Ms/Mrs [Manager’s Name],

My name is [Your Name] and I am applying for the position of [position name] with your company as advertised on [company website / Linkedin / job board website].

I am a fully licensed Master Electrician (Class A) with over 9 years experience as a residential electrical contractor, including the past 4 years in the Greater Boston Area with McNelley Electric. My field service has included planning and installation of electrical systems in new homes and troubleshooting and repair of existing installations. I have recently undergone further skills training in PV solar installation and systems maintenance and will be writing my NABCEP exam this year.

Apart from my technical skills, I am reliable, trustworthy, and punctual; and in particular I take pride in the quality of my customer service. Much of the work I did for my previous company came through client referrals, and I will bring the same standard of service and professionalism to yours. I also have experience leading small teams on larger operations, and working on my own on smaller projects.

I am committed to the highest standards of electrical safety and operational protocol, and I am fully up to date on all OSHA certifications, occupational safety codes and state legislation. Please find my contact information on this letter and in my enclosed resume.

Sincerely,

[Your Name]