

Mr William TAYLOR
Flat 7
Fairview
73 Newington Road
EDINBURGH
EH9 1QW

Mr Mark JONES
Flat 16
Greenacres
314 Oxford Street
LONDON
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Dear Mr JONES,

Application to Electrical Position

I am forwarding my resume for your review. I am a certified and very well trained electrician with over twenty years of experience in many aspects of the electrical trade. Having held supervisory as well as journeyman level positions in power plants, paper mills and many commercial projects I feel that I am well qualified as an electrician.

While I hold a certified journeyman card for Charlotte / Mecklenburg County in North Carolina I also have been tested for certification by several very large construction and maintenance organizations such as Becon Construction Company, Fluor Global Construction Company and BE&K Construction Company. Having passed these certification tests on the first try for all of them, I feel my knowledge of the many aspects of the electrical field can be of benefit to your company.

I would be happy to interview with you at your convenience and I would like to thank you for your consideration for employment.

William TAYLOR