**![MC900196202[1]]()Rosie Riveter**

[Street Address] New York, NY 55900, H: 666-444-2222, yourname@vmail.com

**Today’s date**

Mr. Hank Steele

ABC Construction Company

Street Address, City, State, Zip

**Re: Welder Position**

Dear Mr. Steele,

I saw your ad for a welder in the Builder’s Brief this week and am attaching my resume for your consideration.

As it states, I have a BS in Welding Engineering and have been working on a variety of welding projects for the past 16 years.

My key responsibilities at my work include:

* Examining blueprints, designs, and specs to determine appropriate designs
* Estimating the quantity of raw materials needed for a project
* Creating new templates and designs to ensure longevity of work
* Building metal frames, repairing metal parts, and recycling scrap metal for projects
* Using x rays and leak testing to determine strength and wholeness of existing work

I am available to meet you at your office or construction site for an in-person interview at which we can discuss the position further. You can reach me at 666-444-2222 or at [your email address].

Thanking you in advance.

Sincerely,

Rosie Riveter