

Paul Hyde  
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Mr. Ralph Rider  
Human Resources Manager  
Acme Construction Company  
68 Fright Road SE  
Nashville, TN37874

Dear Mr. Rider:

I saw your advertisement for a construction worker position and realized that you are seeking exactly what I am skilled in. Owing to my recent volunteer work in a construction capacity, I have gained knowledge of handling the specifics of construction work. As a high-energy individual, I am sure that I will be a great addition to your team of construction workers.

I possess solid knowledge of setting up work sites by clearing debris and other hazardous materials. Additionally, I am well-versed in unloading materials and ensuring that they are delivered to sites in a timely manner. Also, I am competent in erecting scaffolding, ensuring that the right angles are maintained. Moreover, my skills in using equipment to break up old forms are exceptional.

Where safety precautions are concerned, I ensure that all work processes that I perform are in accordance with safety procedures and protocols. Preparing and applying construction materials to build structures is also an area that I am competent in.

I will contact your office soon with the intention to answer your questions and show my enthusiasm to work for Acme Construction Company. In the meantime, I am available at (000) 376-9928 if you need to reach me. Thank you for your time and consideration.

Sincerely,

Paul Hyde