

Manny Fernandes
456 North Main Street
Troy, New York 12180
March 31, 2018

Steiner Brothers Contracting Services
c/o Ms. Torrie Wilson
123 Delaware Road
Mariaville, New York 12200

Dear Ms. Wilson:

In the Wednesday, March 31, 2018 Albany Times Union, I found your advertisement for an opening as an entry-level laborer with your contracting service. I believe that my two-year course in Construction/Heavy Equipment at the Capital Region Career & Technical School qualifies me for this position and that I could also be a great addition to your staff.

“Quality is everything.” (<- A WORK QUOTE IS A NICE TOUCH AS AN ICE-BREAKER) My training and background in construction has already helped me develop a good work ethic that I believe would be valuable to your customers. My knowledge about the importance of paying attention to fine detail too should blend well with the impressive services that you already provide in both residential and commercial settings. One example of this is BLANK. (GIVE THREE EXAMPLES). My managers at Sal’s Construction in Schenectady, NY have always been very satisfied with my work in the past due to my communication and organizational skills, and I think that you will too. Because of these things, I think that would be a great match for the job.

Please contact me at your earliest convenience to arrange an interview. I can be reached any time after 3:00 p.m. at (518) 457-7788. Thank you for your consideration and I look forward to meeting you in the future.

Sincerely,

Manny Fernandez