

# Chris Ley

71 King Street, Bowmanville, ON J7H 3G0  
416-888-8888

June 4, 2013

Waste Management  
4897 Industrial Drive  
Bowmanville, ON Q3R 2H0

Dear Hiring Manager:

Please accept the attached résumé as application for the *Electrician* position with Waste Management which was posted on the skilledworkers.com website. As a recent graduate of the Electrical Technician - Automation program at Loyalist College, I am confident I have the skills you are seeking in an employee.

As a graduate of the program, I have demonstrated my strong mathematical skills, technical troubleshooting skills and problem solving skills. I have gained hands-on, practical training in a new state of the art skills building at Loyalist. Upon completion of my first year, I received an Electrical Techniques - Automation certificate. During that year I gained basic electrical installation skills; motor control knowledge; and learned the basics of industrial processes including PLCs and fluid power control. The second year of the program focused more on industrial automation and skills in installing, configuring, maintaining, servicing and calibrating industrial systems.

In addition to my formal education, I have experience working within a machine shop, where I assisted the Electrician with basic wiring and installation. Prior to this, I worked at C & F Manufacturing for two consecutive summers where I demonstrated my ability to work in a safe and professional manner. Long days and shift work were never a problem. I also have my own safety equipment including boots and glasses.

I am eager to start my career in the electrical trade and would be happy to hear from you at your earliest convenience to schedule an interview. I can be contacted at 416-888-8888. Thank you for taking the time to review my résumé.

Sincerely,

*C. Ley*

Chris Ley

SAMPLE

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