

Chad Evans

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April 19, 2015

Mr. Scott Oliver, Manager
Hotshot Welders
300 Main Street
Jacksonville, ON J7P 3D7

RE: Apprentice Welder Position

Dear Mr. Oliver:

As a recent graduate from the Welding Techniques program at Loyalist College, I am eager to begin my career with a reputable welding company such as Hotshot Welders and am very interested in the Apprentice Welder position.

Throughout the welding program I gained hands-on experience with various welding, cutting and testing equipment working on various projects in the welding shop. I received various welding certificates through the Canadian Welding Bureau which are outlined in my résumé. Though my work I developed a keen eye for detail which is essential for inspecting welds for possible defects. I am safety conscious and am aware of industry standards to ensure safe practices. In addition to my formal training, I have practical experience working in a local welding shop. There I assisted welders with various jobs by reading and interpreting blue prints, creating parts as directed and on occasion providing service to customers.

With a high level of proficiency, I am sure that working with Hotshot Welders as an apprentice will only benefit you as I am eager to put to use my newly acquired skills. You can contact me at 613-555-5555 to further discuss my qualifications. As I know you are busy, I appreciate your time in reviewing my résumé. Thank you for your time and consideration.

Sincerely,

C. Evans

Chad Evans