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| JORDAN MITCHELL | | | | | |  |  | | MAY 20, 20XX | |
| (202) 555-0122  12 Beacon Street  Boston, MA 98765 | |
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| TO Foreman  Kramer-Correia Construction  12 3rd Street  Boston, MA 98765 | |  |  | DEAR ISABEL GRACIA: I am writing in response to your job posting for a woodworker.  After reading your job description, I am confident that my skills  and my passion for technology are a perfect match for this position.  I would bring to your company a broad range of skills, including:   * Proficient in using hand and power tools such as saws, drills, sanders, and routers * Skilled in reading and interpreting blueprints and schematics * Experienced in designing and building custom furniture and cabinetry * Knowledgeable in different types of wood and their characteristics * Strong attention to detail and ability to produce high-quality work   I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at (202) 555-0122 or by email at jordan@example.com. I have enclosed my resume for your review, and I look forward to hearing from you.  Sincerely,  Jordan Mitchell  Enclosure | | | | | | |