

JORDAN MITCHELL



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