

# LONNIE R. SNAVELY

Drywall Worker  
Irsnavely@myemail.com  
(000) 123-4567  
431 Simple Road, East  
Lansing, MI 48823

July 10, 2024

**Michael Flanders**  
CEO and Hiring Manager  
Customized Building Design & Remodeling, Inc.  
(000) 987-6543  
ceo@cbdri.com

Dear Mr. Flanders,

In my over three years of experience installing and finishing drywall, my supervisors have called me a model employee for my reliability and willingness to try new things. I see you are urgently seeking a drywall installer and finisher, and I'd love the opportunity to contribute to your company's ongoing success in this position.

In my apprenticeship, I've developed the skills to perform my tasks with precision. I have solid skills in:

- **Application:** I know how to smooth away excess plaster, cover nail and screw depressions, and sand areas for a smooth, seamless finish.
- **Collaboration:** I can work with ceiling tile installers and fellow drywall installers to build walls.
- **Measurements:** I can read designs and blueprints and saw, drill, or cut holes in panels accordingly.

I'm confident that my skills and work ethic make me a great fit for your drywall team, and I'm ready to work as soon as you need me. Please feel free to contact me to set up a remote or in-person interview at your convenience.

Sincerely,

*(Insert Signature Here)*

**LONNIE R. SNAVELY**