

# Meera Patel

Apprentice Carpenter  
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(123) 456-7890  
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## Amy Smith

Hiring Manager  
Kerrigan Carpenters  
(987) 654-3210  
amy@kerrigancarpenters.com

Dear Ms. Smith:

As you can see from my attached resume, I have two years of experience as an apprentice carpenter. During my time with Montgomery Carpentry, I worked on various residential projects valued at up to \$150,000. I'm confident my knowledge of blueprint reading and building codes will allow me to deliver valuable contributions to your company in the journeyman carpenter role.

Kerrigan Carpenters's reputation for quality attracts me to apply for this opportunity. As an apprentice carpenter, I have a passion and drive to grow as a trade professional in this unique space. My experience within construction could create value for your team based on my previous successes:

- Coordinated with construction teams to execute residential projects valued at up to \$150,000, including floor, drywall, window, and ceiling installations
- Analyzed blueprints and technical drawings, inspected buildings to identify damage, defects, and potential hazards, and cut materials to precise specifications
- Utilized scaffolds, ladders, and safety harnesses to complete tasks at tall heights and ensure compliance with personal protective equipment (PPE) protocols and OSHA safety standards

I look forward to telling you more about how my resident construction and blueprint reading expertise can enhance Kerrigan Carpenters project delivery. Feel free to contact me via phone or email at your convenience. Thank you for your time and consideration.

Best regards,

*(Insert Signature Here)*

**Meera Patel**