

# Abigail Cohen

example@myemail.com | (098) 765-4321  
456 My Street, San Diego, CA 76543

**Graham Barrera**

**Black and Veatch**

**123 Your Street,**

**Houston, TX 12345**

**(123) 456-7890**

**example@youremail.com**

[month, day, year]

Dear Mr. Barrera,

Being named the employee of the year in 2023 for achieving 100% client satisfaction was the most significant accomplishment of my career as an electrician. I am excited to demonstrate my extensive technical knowledge and passionate work ethic as a journeyman electrician at Black and Veatch.

I am a talented tradesperson with three years' experience acting as a technical specialist. Black and Veatch's emphasis on providing outstanding customer service through expertise appeals to me. My recent accomplishments demonstrate I have the practical knowledge and skills to excel in this role:

- Successfully diagnosing and resolving a complex electrical problem that had been causing ongoing issues within five hours
- Training two new recruits to increase their understanding of circuit management in commercial new builds
- Receiving a letter of thanks from a client for completing work to a high standard and 32% under budget

I hope to arrange an interview to discuss how my strong teamwork ability and attention to detail can help Black and Veatch's clients in 2020. Please don't hesitate to contact me with a suitable time.

Sincerely,

Abigail Cohen