

## **Marissa Rowe**

Apprentice Electrician | m.rowe@myemail.com | (876) 543-2109 | 432 My Road, Atlanta, GA 76543

March 11, 2021

Fahmida Amin  
Senior Hiring Manager  
TradeSource  
(432) 109-8765  
f.amin@youreemail.com

Dear Ms. Amin,

Last month, I successfully resolved a complex electrical problem that had been significantly holding up a major project within a single day. My excellent technical knowledge and problem-solving skills allowed me to generate an efficient solution. I hope to offer the same innovation skills and ability to think on my feet as a Journeyman Electrician at TradeSource.

As a passionate apprentice electrician with experience working on a broad range of commercial and residential projects, the opportunity to work for a company with a reputation for industry excellence like TradeSource appeals to me. My recent accomplishments include:

- Receiving praise 6x from my supervisor for my detailed knowledge of state codes and regulations
- Working collaboratively with colleagues to rewire a large commercial building and finishing three days ahead of schedule
- Being voted as Apprentice of the Year in my company for my reliability, dedication, and commitment to pursuing professional development

I look forward to meeting with you to discuss how my strong aptitude for electrical installation, maintenance, and repair can help TradeSource's customers in 2021. Please feel free to contact me to arrange a convenient interview date.

Sincerely,

Marissa Rowe

P.S. I would like to tell you why I received a workplace commendation for my outstanding contributions to the company in 2019.