



# Jonathan Taylor

Electrician  
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## James McCloud

Senior Hiring Manager  
Home Helper Electrics  
(987) 654-3210  
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Dear Mr. McCloud,

Last year, I was able to save Freedom Electronics over 17% in labor costs by introducing a streamlined shift system that reduced overall work hours and increased productivity.

I have over 17 years of experience as an installation electrician, and I can install and repair a wide range of appliances in commercial and residential properties. I understand that Home Helper Electrics is planning to expand into the commercial sector, and I believe that my years of experience in commercial electronics make me an asset to your team.

Some of the highlights of my career include:

- Project managing the installation of all electrics in a 10-story commercial building
- Assisting in the design of new tools to make the electrics team more efficient during complex projects
- Winning employee of the year three times in a row due to my professional contributions to Freedom Electronics.

I'd love to discuss some of the more intricate projects that I have worked on in my career and how I can help your company move forward. Please feel free to contact me with a date that suits your schedule.

Kind regards,

*(Insert Signature Here)*

## Jonathan Taylor

P.S. I would love to tell you about the work system I designed that reduced labor costs by 8% on standard installs.