

# LONNIE R. SNAVELY

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

January 1, 2021

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

Dear Mr. Flanders,

In my 3+ 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 that you are urgently seeking a drywall installer & 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:

- 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.
- Application: I know how to smooth away excess plaster, cover nail and screw depressions, and sand areas for a smooth, seamless finish.

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**

P.S. – I'm sure that you'll appreciate my excitement for working on stilts and scaffolding.