

# Claudia Horton

Journeyman Carpenter  
345 My Road, Casper, WY 86420  
c.horton@myemail.com  
(135) 531-1357

**June 7, 2021**

**Francisnek Lewandowski**  
Senior Hiring Manager  
Barns By Design  
(753) 357-7531  
f.lewandowski@myemail.com

Dear Mr. Lewandowski,

Onboarding and mentoring five apprentice carpenters to help them develop their technical skills for building agricultural structures was my proudest achievement of 2020. All five went on to qualify and received glowing reports for their practical abilities and professional ethics. I look forward to demonstrating similar leadership and expertise as a journeyman carpenter at Barns By Design.

As a committed and passionate carpenter with more than seven years of industry-specific experience, I am motivated by the chance to work for one of the state's leading agricultural construction firms. I believe that Barns By Design's focus on customer care and teamwork aligns perfectly with my values.

My recent accomplishments include:

- Consistently meeting 100% of personal productivity targets and delivering 43% of projects ahead of schedule
- Devising and implementing a materials inventory strategy that improved availability by 54% over two years
- Assuming responsibility for overseeing health and safety practices on-site, reducing accidental injuries by 23% in 2020

I look forward to meeting to discuss how my extensive knowledge and outstanding collaboration skills can make me an invaluable member of your team. Please get in contact to schedule an interview.

Sincerely,

*(Insert Signature Here)*

**Claudia Horton**

P.S. I would like to explain how I maintained a score of 99.9%+ for accuracy during performance appraisals.