COVER LETTER WORKSHEET **Instructions**: Drag and drop to arrange the parts of the cover letter.

I am writing in regard to the job opening as a roofer in your company. I was referred to you by Thomas Jenkins, an employee of yours and acquaintance of mine, and I feel that this is a job that I would be well-qualified for.

Thank you for taking the time to consider my application, and I look forward to speaking with you further. If I have not heard from you in two weeks, I will contact you to follow up on this application. Thank you again, and I hope to hear from you soon.

Sincerely,

Joseph Hamilton

Joseph Hamilton
5454 Clover Drive
Cincinnati, OH 12345

Mr. Mark Peterson
Owner
2233 Reading Road
Cincinnati, OH 69874

I have worked in various types of home repair, including painting and refinishing word work, as well as dry-walling and carpeting. As such, I know how to use the tools for all those trades, including sanding machines, drills etc., and I quickly master new ones. Furthermore, I am accustomed to working with toxic materials, and understand the importance of work safety on any construction site, large or small. Also, I speak Spanish, and I am used to working on construction teams were many languages are spoken. I have included my resume for further reference.

I understand that your company is small and local, and that because of this it is especially important to deliver quality results, as most businesses grow as a result of word-of-mouth, and I am committed to that goal.

Dear Mr. Peterson:

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