

Your address
Manitowoc, WI 54220

October 2, 2021

Hiring Manager
Northeast Wisconsin Technical College
123 Main Street
Green Bay, WI 54301

Dear Hiring Manager:

I am writing to express my strong interest in employment at ETS-Lindgren for the Welding position that was posted on Handshake. The mission and commitment your organization has regarding safe working conditions is impressive. I am confident that my skills, education, and background make me an excellent candidate for this position.

I am currently a student at Northeast Wisconsin Technical College and will complete my Welding Technical Diploma in May 2020. I have a strong mechanical aptitude and am skilled at working with my hands having worked on a family farm for many years. Growing up on a farm, I had many opportunities to weld and repair various machinery, which I enjoyed doing. I am comfortable operating equipment and using tools allowing me to clean, service, and repair most kinds of equipment as required. I have demonstrated the ability to perform the duties of equipment operation and general labor duties that the position is requiring.

I am eager to apply my strengths and background to team projects at NWTC. I welcome the opportunity to meet with you to further discuss how my qualifications will benefit your company. Please feel free to contact me by phone at 920-555-5555 or by email at darrinjones@nwtc.edu. Thank you for considering my application.

Sincerely,

Jose Cortez

Enclosure