September 17, 2010

Ms. Mary Todd

Human Resources Director

Ingersoll Rand

1010 Progress Street

New York City, NY 12345

Dear Ms. Todd:

It is with great interest that I would like to apply for the **HVAC Equipment Estimator** position that is posted on the careerbuilders.com website. I have read your job description and see:

You are looking for: I have:

|  |  |
| --- | --- |
| * Proficiency in construction field
 | * Five years experience in construction
 |
| * Leadership
 | * Led crews of 2 – 20
 |
| * Experienced technician
 | * Skilled with electrical, plumbing & HVAC systems and controls
 |
| * Familiarity with estimating programs
 | * Two years of experience with ESTiMate
 |
|  |  |

I believe I would be an excellent candidate for your position. Ingersoll Rand is one of the world's most innovative, diversified, industrial companies. I believe in Ingersoll Rand’s goal of inspiring “progress” every day for their customers, communities, and their employees. My experience, combined with my desire to be a part of the Ingersoll Rand dedication to “progress”, makes me the strongest candidate for this position.

Thank you for your time and consideration. I will call you the week of September 28 to schedule an interview. I look forward to talking to you in person.

Sincerely,

John Smith

Enclosure

[Check out sample MET resume to see how a resume and cover letter should look visually coordinated]