|  |  |  |
| --- | --- | --- |
| Sample Cover Letter | | |
| **Title Information**  Dear Mr. Smith,  **Introduction Paragraph** | Edward Edwards  N. Broad Street Philadelphia, PA, 19121  (215) 678-9012 : edwardyouthbuild[@gmail.com](mailto:emailaddress@youthbuild.com)  Greetings, I am very pleased to introduce myself as a potential team member for the Green Tree Construction company. I am a recent graduate of YouthBuild Charter School, looking to continue my professional journey as a young professional. I have work experience in the field of construction, and operating heavy machinery, that has granted me quality traits such as determination, consistency, and punctuality that will allow me to adapt quickly to any work environment and perform high quality work. The core values your company display include teamwork which is a skill set I also will bring to your team.  Along with my work experience, I have a passion for improving my community. During the last year I have accumulated over 450 hours of community service. Between my strong work ethic, experience in a construction based work environment, and **competency** based certifications, I am a very versatile candidate eager to learn. I also adapt quickly to new work based responsibilities. As a student at YouthBuild Philadelphia my attendance was higher than 94 percent placing me in the top five percent of my graduating class. I am positive that my attention to details and my ability to work in the construction industry will be able to help Green Tree Construction company continue the excellence bring displayed in our community.  Information about you and why the employer should hire you  Attached is my resume which will provide additional information on how through my passion and hard work I can be a value member of Green Tree Construction’s team. If you schedule allows I would like the opportunity to meet with you to discuss any opportunities your company may have for a construction apprentice. I can be reached via phone at (215) 678-9012 or by email at edwardyouthbuild[@gmail.com](mailto:emailaddress@youthbuild.com). Thank you for your consideration.  Sincerely,  Edward Edwards | |
| **Conclusion** |  | |