

## JOE PROSPECTING

111 Main Street ♦ Wayne, NE 68787 ♦ (402) 375-0000 ♦ Email: prospect@hotmail.com

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Today's date

Mr. Harvey Employer  
Residential Building Company  
900 East Valley Drive  
Omaha, NE 68105

Dear Mr. Employer:

### TIPS:

- Cover letter should be sent with resume.
- Use Arial or Times New Roman Font, size 12 (should match resume)
- Top margin and side margins should be 1 – 1.5 inches
- Pull key words/statements from the job description – justify that you possess those skills with examples.
- Use positive, upbeat statements.
- Avoid starting several statements with “I”.
- No longer than 1 page, write concisely.
- Final draft should be printed on paper matching the resume (20-24 lb).
- Keep a copy for your records.

After researching your company website, I would like to inquire about employment opportunities. My goal is to relocate to Omaha, Nebraska, and begin employment in the construction industry. Enclosed is my resume detailing my background and qualifications.

My building experience and my degree in Industrial Technology are my strongest qualifications for employment with Residential Building Company. While pursuing this degree, my knowledge of construction systems and processes were strengthened. Class projects increased my understanding of reading blue prints and basic practices of masonry, carpentry, framing, interior and exterior finishing. Through my work experiences, I gained hands-on experience in building homes from foundation to completion. This past year, I also supervised three crew members so I understand the importance effective communication and leadership skills.

I would enjoy speaking with you to discuss employment and how I could contribute to your business. I will contact you next week to confirm receipt of my information. In the meantime, if you wish to call me, my telephone number is (402) 375-0000. Thank you for your consideration.

Sincerely,

← 

Your signature here
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Joe Prospecting

Enclosure