

Jane Doe

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504.555.0000 • City, XY

Date

Hiring Manager Name or HR Department
Reviewers Title
Business/Organization Name
Address
City, State 00000

Dear Hiring Manager Name or HR Department,

I'm responding to your ad seeking a candidate who has a strong understanding of chemical manufacturing to fill your open spot for a Process Technician intern. I am currently in the fast track PTEC program. I believe that the knowledge I have gained there have earned me the leadership skills and tools that can benefit your team.

Prior to my time in the PTEC program, I have worked in the medical field as a receptionist and scheduling coordinator/manager. It is through these experiences that I have learned other skills not taught in the program that makes me a superior candidate for this position. Qualifications that I bring to the table include the ability to work well with others and exhibit excellent oral and written communication skills. In addition, I am also able to manage my time wisely through the use of efficient multitasking. . My time as a scheduling manager has shaped me into a competent leader who achieves ongoing success with their teams by building morale, thinking outside of the box, and recognizing member strengths.

Based on my experience and strong commitment to go above and beyond in the technical field, I'm confident I can deliver similar results for your organization. I have enclosed my resume for your professional review. I look forward to speaking with you soon to discuss this position and my qualification in further detail. Thank you for your time and consideration.

Sincerely,

Jane Doe