

# ROBERT M. HENDRICKS

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November1st, 2009

Stan Johnson, Hiring Manager  
Pelletier & Sons Company  
1234 Some Street  
Somewhere, TN 33333

Dear Mr. Johnson:

It is with considerable interest that I enclose my résumé to you for a position as a **Journeyman Electrician** with Pelletier & Sons. I possess a Journeyman Electrician License and a Class A Driver's License. Additionally, I am HAZWOPER Certified and have received WHMIS and First Aid Training. With over eight years of hands-on experience in electrical engineering, I am confident in my ability to become a positive asset to your distinguished team.

I have been afforded the opportunity to work in a variety of areas in electrical engineering including residential, commercial, and industrial. In my current position as a Journeyman electrician, I perform preventative measures, install and operate breakers, transformers, switchgears, disconnects, etc. and successfully maintain all correlating electrical systems. I am accountable for the safe operation and maintenance of electrical systems and equipment and always maintain safety pertaining to electrical devices. On a daily basis, I may have to repair electrical circuits and equipment such as faulty switches, sockets, fuses, insulators, breakers, and other elements of electrical systems.

As a Journeyman Electrician, my goal is to mentor and train apprentice electricians, as well as all other field personnel, to successfully maximize safety, quality, productivity, and efficiency. I am committed to producing a safe and secure environment for all co-workers, while carrying out my duties. My proficiencies include, but are not limited to: blueprint interpretation, climate control systems, communication systems, equipment testing, circuit breakers and transformers, and service, repair, and maintenance.

Given my core competencies, credentials, and electrical engineering experience, I am confident that I can play a meaningful role in your company's continued success. I would enjoy meeting with you in person to discuss how I would best contribute to Pelletier & Sons. I look forward to speaking with you soon, and I thank you for your time and consideration.

Sincerely,

Robert M. Hendricks

Enclosure: Résumé