**SAMPLE COVER LETTER #2**

 October 15, 2012

Mr. John Smith

ABC Welding Shop

227 East Street

Chico, CA 95926

Dear Mr. Smith:

I am interested in applying for the welding trainee currently available with your company. I learned of this position through your add in the Orland Press Register. I am a recent graduate of Orland High School, and I am highly motivated to begin my career in welding.

While I attended Orland High School, I took the Welding I, II and III ROP classes. I learned many beginning welding skills that I would like to put to use for your company. I look forward to learning more and receiving on-the-job experience. I am dependable and realize the importance of safety while working in this field. I have enclosed my resume for your review.

I am confident that I would make a positive contribution to ABC Welding. I would be pleased to have an interview and further discuss the qualities I can bring to this position. Thank you for your time, and I look forward to hearing from you.

Sincerely,

Sarah Student

123 Orange Street

Orland, CA 95963

530-865-0000

Enclosure: Resume