

JOE BLACK

1227 HAMILTON CRES., SENEVILLE, AB, Y3C 3Z3
H: (123) 457-8901 ■ Email: jblack@email.com

Date

POSTING TITLE (E.g. ELECTRICAL ENGINEER or Technical Sales and Marketing)
DEPARTMENT or COMPANY (E.G. DEPARTMENT OF NATIONAL DEFENSE)

REFERENCE NUMBER:

To Whom It May Concern: (replaced by name of person)

I am writing to express my interest in the position of *Position Title*, within NAME OF the Department &/or Company.

As can be seen in the attached résumé, I offer a unique combination of interpersonal and technical skills. My first-hand experience working with drilling crews and operations, would allow me to utilize my considerable skills to the benefit of NAME OF the Department or Company.

I have been employed in the oil and gas industry for over five years. During this time, I have excelled in many different aspects of the industry including, drilling, well services, pipeline, and plant facilities. This experience and your requirements have ignited my desire to pursue a long-term career in the oil and gas industry with your organization.

For your convenience, I have listed the qualifications outlined in the job posting and highlighted my corresponding skills and experience: (using those qualifications that are identified in the ad or posting develop the table below)

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| Degree from a recognized university or an acceptable combination of education, training and/or experience: | Diploma , (<i>Instrumentation Engineering Technologies</i>), Southern Alberta Institute of Technology, AB (describe the program, achievements, and any placement experience) |
| Language Requirements | English Fluency and Beginner French (change to actual language skills) |
| Experience in Health & Safety. | <ul style="list-style-type: none">• H2S Response 1, Safety Training Center• First Aid, Safety Training Center• Certified Exposure Devise Operator, Canadian Nuclear Safety Commission |

As a student participating in the Instrumentation Engineering Technologies program I possess the knowledge and skills for the job. The focus of this program is theoretical with practical training in operation and principles of process units and their inter-relationship with instrumentation. The program also includes training in maintenance, calibration, installation, troubleshooting, and repair of pneumatic devices, control valves, electronic instruments, digital logic devices, computer based process controls, and control systems design. Knowledge in personal computer applications of instrumentation, Fieldbus, SCADA, PLC, and project management are skills earned in this program.

I learn quickly, work hard, and exercise patience. I can communicate effectively both orally and in writing. In addition I bring work ethic, sound judgement, drive and potential as highlighted in my resume. I look forward to meeting with you, at your convenience and discussing my credentials further. Thank you for your time and consideration for this exciting opportunity.

Sincerely,

Joe Black