

**Robert Smith**

**Plumbing Apprentice**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I want to present my keen interest in the role of Plumbing Apprentice open with your agency. With the experience of 1+ years of working in the same domain, I have developed excellent client communication skills and expertise in completing the assigned task within the time.

Following are my routine work duties for your review:

* Spot the damaged or broken pipelines and repair them immediately.
* Ensure compliance with the safety regulations.
* Maintain a daily work log for the review of the supervisor.
* Develop cost estimates for the work done.
* Address the client inquiries and concerns.
* Make use of the plumbing equipment appropriately.
* Perform other instructed tasks.

Polite communication skills, critical thinking, and a remarkable problem-solving approach have well-positioned me for this job role. I am confident in surpassing the customer satisfaction level by providing my plumbing services.

Thank you for your time and for reviewing my job profile. You can walk through my attached resume to have an overview of my qualifications and prior work history. I hope to meet you in person at your earliest convenience.

Best Regards,

[Your Name]