**First Name Middle Initial Last Name**

**Address**: 1234 Any - Any Town- WV 20001 **Phone**: (304) 555-555 **Email:** [Joesmith@email.com](mailto:Joesmith@email.com)

Date

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

In May 2018, I will graduate from Elkins High School and from Randolph Technical Center with a certificate in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My strong work ethic is evident from the fact that I have completed all necessary classes while balancing work, school, and after school activities. My leadership opportunities have included \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

These experiences have enabled me to gain a realistic view of the demands and challenges of the workplace, as well as helping me to move one step closer of achieving my goal of becoming \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Through my program at Randolph Technical Center, I have been able to master various skills in \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, problem-solving, and team collaboration. During my courses, I also focused heavily on ensuring safety standards were complied with on all projects. Throughout high school I completed service hours in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ related to my field of study.

With the combination of my academic, work, and service experiences, I strongly believe my career and technical education has prepared me to be an employee ready to take on any responsibilities you may require.

Your consideration of my qualifications is appreciated and I look forward to meeting with you.

Sincerely,

(Sign Name)

(Type full name)