**­Joseph Hunt**  
129 Abigal Road, North Bay, ON P1A 1Z8  
555-555-5555 | email@hardhathunter.com

Ms. Rancourt  
ABC Construction  
1 Goulais Crescent  
North Bay, ON  
P1B 8G5

April 11, 2016

Dear Ms. Rancourt,

Please find enclosed my resume in application for the position of Labourer, as advertised on Hard Hat Hunter on April 8, 2016.

With over 5 years’ experience as a Labourer, I am accustomed to completing physically demanding tasks on schedule and as specified. My wide range of skills are well-suited to the fast-paced environment of the construction industry:

* Proficiency in using hand and power tools
* Clean driver’s abstract and reliable transportation
* Strong knowledge of building and construction

With my skillset and my safety-oriented work ethic, I believe that I would be an asset to ABC Construction. If you would like to get in touch to discuss my application and to arrange an interview, please contact me via 555-555-5555 or email@hardhathunter.com.

Thank you for your time and consideration.

Regards,

Joseph Hunt