

JACK JEFFERSON

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(213) 555-1234

Date

Mr. <<specific first & second name>>
Title
Company
Address
City, State Zip

Dear Mr. <<Specific Last Name>>:

I am seeking a water utility operator position where I can use my skills in:

- Operating and maintaining water plants, providing up to 400,000 gallons a day
- Installing and disconnecting water service to homes and businesses
- Interacting with customers
- Complying with city and state regulations
- Maintaining lift stations
- Repairing water mains and service lines, as well as installing, reading and replacing water meters and water taps.

If you have any water or utility operator needs, I would welcome hearing from you.

Sincerely,

Jack Jefferson

Enclosure: resume