

(Date)

(Company Name)

(Hiring Manager's Name)

(Address)

(City, State, Zip)

Dear (Hiring Manager's Name):

Thank you for allowing me to present myself as a candidate for the position of Mechanical Trades Instructor, a prospect about which I am very excited. Given my background, I can understand the need for an Instructor who maintains a working knowledge of the industry and can effectively transfer that knowledge to students through comprehensive instruction and hands on experience. What this means for you is that as Mechanical Trade Instructor I can bring the skill, insight, and expertise to motivate students in the classroom.

As a Mechanical Trades Instructor for the past six years I have led up to 5 classes per intake with 24 students per intake and 5 intakes a year covering topics such as Trade Calculations, Applied Physics, Hydronics Theory, Plumbing Theory and Gas Fitting Theory. My dedication to the industry partnered with my ability to mentor new instructors makes me an ideal candidate for the position.

I would welcome the opportunity to meet with you to further discuss how my strengths would fit into your institution. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Enclosure: Résumé