**JAMES D. DITAN**

0573287270

ditanjamesf@gmail.com

San Lorenzo Bibinahan, Sorsogon City, Philippines

To: HR Department

Re: Application for Welder position

Dear Hiring Manager:

I am writing to express my interest in interviewing for the position of Welder. I am confident the skills and abilities I’ve honed during my 4 progressive years of experience as a Welder can be an asset to your organization.

I spent the last 10 years working as a welder. Presently, I am working as a Full Welder at International Building System Factory in Riyadh, Saudi Arabia. My duties include;

* Welding according to the company’s engineering specification on process piping, equipment, structural steel, valves, towers, tanks, exchangers, compressors, fin fans, furnaces, etc.
* Demonstrating knowledge of rig piping, machinery, and equipment according to OSHA standards.
* Performing pipefitting work on piping (i.e. screwed and welded pipe).

I also monitor fabrication process production via military time off assembling I think the combination of my education and experience makes me a great fit for your company.

In addition to these achievements, I think my love for working with my hands and my dedication to detail are two qualities that set me apart from other candidates. I can be reached at the above number and email.

Thank you for your time and consideration.

Sincerely,

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JAMES D. DITAN