

Jack Thompson

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[Date]

The Hiring Manager
XXXX Construction
Geelong, VIC

Dear Hiring Manager,

I am writing to apply for the Construction Labourer position at XXXX Construction. I hold a current White Card and I am a fit, reliable worker who is ready to start straight away.

I have assisted tradespeople on site with materials, tools and set-up, kept work areas clean and safe, and used correct manual handling when loading and moving materials. I take instructions well, turn up on time, and am comfortable with early starts and physical work. I also hold a full driver's licence.

I would welcome the chance to be a dependable part of your crew. My resume is attached, and I am available to start immediately and happy to come in for a chat. Thank you for considering my application.

Kind regards,

Jack Thompson