

John Doe

(206) 555-7777

Johndoe@yahoo.com

Dear Human Resources:

Recently I have learned of a position open within your company. I have recently graduated from Divers Institute of Technology and am currently looking for position in the diving industry. DIT holds a standard of educational success amongst its graduates, I am no exception. My professional background boasts maintenance related experience that when applied with my newly learned skills at Divers Institute of Technology gives me the necessary credentials for the position.

In addition to my practical experience, I completed the requirements for graduation from Divers Institute of Technology. As I am sure you are aware Divers Institute of Technology has a reputation for a complete commercial diving education and instilling excellence into each endeavor we encounter. I am familiar with your company and the reputation of prompt, accurate, and accident free service you provide. It is my aspiration to bring my own standard of excellence to your company that shares those values. I welcome the opportunity to meet with your company about the diver/tender position available.

Thank you for taking the time to consider me for this position. I will be contacting your office to discuss further potential employment and provide you letters of recommendation. I can be reached by telephone at 206 555-8163. Once again thank you for your time.

Sincerely,

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OBJECTIVE

Employment in the diving industry, followed up with enhancing my experience with more in-trade schooling to further acquire more certifications in the field.

EDUCATION

Walker High School , Puyallup, WA – High School Diploma.	2004-2005
Court Reporting Institute , Seattle, WA – Sales and Marketing	2005-2006
Divers Institute of Technology , Seattle WA, Commercial Diver Course	2007-Present

CERTIFICATIONS

- Professional Commercial Diver (ADC)
- Divers Certification Board of Canada (DCBC)
- Unrestricted Surface Supplied Diver (CSA)
- HAT Inspector Certification
- First Aid, Adult CPR, DAN Oxygen Provider
- Non-Destructive Testing Level II (UT and MP)
- Rigger Certification - Chevron API 2D (RP-2D)
- Health & Safety at Hazardous Waste Site Certification - OSHA 29 CFR and WAC
- Job Safety Analysis Certification
- NAUI Advanced Open Water Diver

EXPERIENCE

Maintenance Tech, Allied Group Inc. 4/07—10/07

- Conducted cleaning of the grounds twice a day for 250 unit apartment complex
- Performed work orders daily
- Cleaned and maintained pool everyday by testing chemicals
- Cleaned leasing office daily before opening
- Assigned to 24-hour emergency pager for maintenance emergencies

Warehouseman, Big Guys Home Delivery 11/06—3/07

- Opened warehouse every morning unloaded and loaded delivery trucks
- Monitored all packages coming in and out of warehouse with handheld scanner
- Kept warehouse inventory up to date by syncing scanner with database
- Stocked racks with received product and scanned there location into the system
- Broke down and sorted packaging into appropriate recycling containers
- Cleaned entire warehouse before securing the building each day

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REFERENCES

Willy Wilson, DIT Senior Instructor/Navy Experimental Diver

(206) 555-7777

wwilson@diversinstitute.com

Mike Redeen, DIT Instructor/DMT

(206) 555-7777

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Michael Kleinfelder, DIT Instructor

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Class President, DIT Class President class 111-07

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