

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the entry-level utility worker position at [Company's Name] as advertised [where you found the job listing]. With a strong work ethic and a commitment to safety, I am eager to contribute to your team.

I have [mention any relevant experience or skills, such as previous labor work, teamwork, or any certifications]. I am particularly drawn to this position because [mention what excites you about the job or company, such as opportunity for growth or the company's reputation].

I am confident that my ability to [mention specific skills relevant to the job, such as operate equipment, follow safety protocols, or maintain a clean workspace] will make me a valuable asset to your team. I am enthusiastic about the opportunity to learn and grow within [Company's Name].

Thank you for considering my application. I look forward to the possibility of discussing my application with you in more detail. Please feel free to contact me at [Your Phone Number] or via email at [Your Email Address].

Sincerely,  
[Your Name]