

Dear Hiring Manager,

I am writing to express my interest in an opportunity to begin a career in the HVAC industry while participating in an HVAC apprenticeship program. I am eager to build hands-on technical skills, learn from experienced professionals, and contribute to a company that values hard work, safety, and dependable service.

In my current role as a Warehouse Technician with UPS, I have developed the kind of discipline and work ethic that I believe transfer well to HVAC work. My experience has required me to follow safety procedures, work efficiently in fast-paced environments, handle physically demanding tasks, and stay focused on accuracy and productivity throughout each shift. I have also learned the importance of teamwork, communication, and showing up every day ready to contribute.

I am especially interested in an apprenticeship because I am motivated to learn a skilled trade the right way—through training, hands-on experience, and steady growth. I am confident that my reliability, strong attention to detail, and willingness to learn would make me a valuable apprentice. I am ready to put in the effort needed to develop into a dependable HVAC professional.

Thank you for your time and consideration. I would welcome the opportunity to discuss how my background, work ethic, and interest in the HVAC field would make me a strong candidate for your apprenticeship program. I look forward to hearing from you.

Sincerely,
Alex Bona

ALEX BONA

Email: alex1155@icloud.com **Phone:** 443-235-6818

PROFESSIONAL SUMMARY

Hard-working and dependable team member with experience in fast-paced warehouse and hospitality environments. Known for strong attention to detail, consistent productivity, and a positive attitude. Brings proven reliability, physical stamina, and the ability to work well independently or as part of a team.

WORK EXPERIENCE

UPS – Aberdeen, MD

Warehouse Technician January 2022 – Present

- Load, unload, sort, and scan packages with accuracy and speed to support daily distribution operations.
- Operate pallet jacks and other warehouse equipment safely while maintaining a clean and organized work area.
- Meet or exceed productivity goals by efficiently moving freight and preparing shipments for delivery.
- Follow strict safety procedures and company guidelines to ensure a secure work environment.
- Collaborate with team members and supervisors to resolve issues and maintain workflow during high-volume periods.

Mountain Branch Restaurant – Fallston, MD

Busser July 2021 – January 2022

- Supported servers by clearing tables, resetting dining areas, and ensuring a clean and welcoming environment for guests.
- Delivered excellent customer service by responding quickly to guest needs and maintaining a positive, professional attitude.
- Assisted with food running, restocking supplies, and maintaining cleanliness throughout the restaurant.
- Worked efficiently during busy shifts, contributing to smooth restaurant operations and guest satisfaction.

SKILLS

- Warehouse Operations
- Package Handling & Sorting
- Time Management
- Team Collaboration
- Customer Service
- Safety Awareness
- Physical Stamina & Reliability
- Fast-Paced Work Environments

EDUCATION

High School Diploma