Dear Ivy,

This is to express my intent to apply as a Carpenter at Geraldton Building Services and Cabinets. I have [XX] years of experience as a Carpenter. Here are the list of my skills that I believe will help me perform well for the position:

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Thank you for taking your time to read my letter and I am looking forward to moving on to the next stage of the application process.

Sincerely,

Name