

To Whom It May Concern,

I write you regarding your various natural gas positions. I have enclosed an updated resume for consideration.

I believe I am highly qualified for the positions. I held a meter reading position for one year, and a service technician position at Columbia Gas of Ohio for the past 16 years. I also have field experience with main line and customer service line repair and installation. While at Columbia Gas of Ohio, I always took pride in my work and responsibly carried out my duties. I excelled in customer service and dealing with the public. I am an honest and dependable hard worker. I work well with others and am courteous to all. I am willing to work any shift and overtime. My work record speaks for itself. I worked more overtime than any of my coworkers, and I never turned down continuous overtime. I have a great memory, excel at math, and am attentive to detail. I am a non-smoker and non-drinker. I compliment these healthy habits with regular weight training and a cycling regiment.

I promise that you will not find a more dependable or harder working employee than myself, and that my employment would be an asset to your company. Thank you for your consideration.

Sincerely,

Clifford L. Brown

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P.O. Box 3291 Lexington, OH 44904

Objective:

To secure an employment position with an established natural gas company that would allow me to utilize my experience and willingness to learn more.

Education:

Madison High School 1980; GPA: 3.8; National Honor Society

Military Service:

United States Marine Corp *1981-1984*

- Promoted to Meritorious PFC out of boot camp
- *Honor Graduate*: Electronic Communications

Employment History:

Columbia Gas of Ohio: Service Technician *October 7, 1991 – August 25, 2008*

- Installing, repairing, and replacing meter settings and regulators
- Installing and relighting gas appliances
- Responding to emergency gas leaks and pressure problems
- Pressure testing service and house lines

Kahl's Electric: Electrician *March 1990 – October 1991*

- Basic electrical installation of lights, switches, etc.
- Some telephone and indoor sprinkler installation

Certifications and Awards:

- Perfect attendance 14 of 17 years and perfect punctuality every year at Columbia Gas of Ohio
- OQ qualified in ten essential areas of natural gas field including installation, repair, and replacement of meter settings and regulators
- Outstanding Apprentice of the year 1990-1991: Central Ohio Chapter of Associated Builders & Contractors, Inc. (ABC)

References Available Upon Request