

James Brown

238 Broadway

New York

NY

United States

To,

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Subject- maintenance technician cover letter

Respected sir/ma'am,

Kindly accept this later as an expression of my interest in the [mention the name of the job position]. My name is [mention the name of the sender] and I am writing this letter to show my interest in applying for the job of [mention the name of the job] in [mention the name of the hiring company].

I am a very motivated and focused person and I have work experience of over [mention the duration] as a [mention the name of the job post] in [mention the name of another company]. I am confident enough that my working skills and abilities will perfectly align with your requirements.

Working in the same field I have been able to gain proper skills such as effective problem solving abilities, excellent verbal and written communication skills, being physically capable and available to work overtime including weekends etc. I have completed my high school diploma from [mention the name of school]. Working in the same field, I have been able to gain knowledge in this field like helping develop and implement the budget for the maintenance department, performing general maintenance tasks, looking after the inventory records for equipment and supplies etc.

I would be very glad if you can give read to my resume which I have attached with this letter. Thank you so much for your time and effort. I really hope that we will meet very soon in person.

Sincerely,

From

James Brown

[handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]