# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear [Recipient's Full Name],

I am writing to express my enthusiasm for the [Specific Maintenance Position] opening at [Company's Name], as advertised on [where you found the job posting]. With a rich background in [specific type of maintenance/installation such as HVAC, electrical, machinery], accompanied by my [Degree/Certificate] in [Your Field], I am eager to bring my expertise to your esteemed team.

At my previous position with [Your Last Company], I [describe a key achievement, responsibility, or project], which led to [a specific outcome, improvement, or result]. This experience honed my skills in [mention any relevant tools, technologies, or methodologies you used], and I am excited to leverage this knowledge to benefit [Company's Name].

What attracted me to [Company's Name] is [mention something you admire about the company or that aligns with your career goals, such as its innovative approach, its reputation in the industry, or its approach to employee development]. I am particularly inspired by [a specific project, technology, or initiative from the company], and I am eager to contribute my share towards its success and advancement.

Enclosed is my resume, which provides further detail about my professional journey. I look forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application. Your time and consideration are greatly appreciated.

Warm regards,

Your Name

Enclosure