

# Robert Smith

## Maintenance Technician

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[Today's Date]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

Please accept my application for the position of Maintenance Technician at [XXX Town]. With over 3 years of experience in performing plumbing, carpentry, and electrical maintenance tasks, I believe I am the ideal candidate for this role.

[XXX Town] is home to hundreds of families, many of whom have been living in the township for over 50 years. The well-thought out design of recreational parks, gyms, grocery stores, and other amenities leaves me in awe. It would be a great learning experience to contribute to the maintenance requirements for your community.

I have worked as a Maintenance Technician in corporate offices and residential complexes. Currently, I work at [YYY Apartments] where I install and repair electrical, carpentry, and plumbing items. During this time, I have become adept in troubleshooting electrical equipment and circuits. My typical day to day activities include,

- Performing general maintenance tasks.
- Performing periodic inspection to homes to ensure the equipment are working properly.
- Installing pipes, identifying leaks, and fixing them.
- Troubleshooting air conditioning units electrical circuits.
- Performing carpentry work such as fixing locks, cabinets, and other wooden work.
- Preparing and implementing preventive maintenance procedures.
- Maintaining inventory records for equipment and supplies.

Furthermore, I hold a HVAC certificate that allows me to install and troubleshoot air conditioning units. I am physically fit and have the ability to lift heavy weight without any assistance. I believe that my experience and skills in performing maintenance duties can significantly benefit your community and its people.

I am eager to meet you in person and take this forward. Thank you for your time and patience.

Sincerely,  
[Your Name]

# **Sample Cover Letter For Maintenance Technician**

**Jin-Ying Zhang**



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