

Robert Smith

Maintenance Worker

[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],

This is in regards to my interest in applying for the opening for the position of Maintenance Worker at [XXX Company]. With over 2 years of experience in performing different maintenance related tasks and ensuring proper functioning of systems, I believe I am the ideal candidate for this role.

[XXX Company] has become one of the prominent SaaS provider companies in the country within such a short time. Your work culture and providing equal respect and opportunities to all employees irrespective of work role inspired me to apply for this role at your company.

I have been working as a Maintenance Worker at the residential building [YYY Township] for the past 2 years. During this time, I have become adept in installing and troubleshooting electrical circuits appliances. Furthermore, I perform a wide variety of maintenance-related tasks. My current duties include,

- Install and fix light bulbs, fans, and other electrical appliances.
- Fix broken locks, replace windows, cabinets, and other interior works.
- Troubleshoot electrical circuits, identify, and replace faulty wires.
- Perform painting and other carpentry works
- Collect trash and dispose of them.
- Maintain lawns and gardens by cutting grasses and mowing.
- Install and troubleshoot air conditioning units.
- Perform basic fixes for TV, fridge, washing machine, and iron box.

I am physical and capable of performing physically demanding jobs. I am open to work on weekends, holidays, and spend extra time fixing the issues. Moreover, I am highly proficient in using numerous hand and power tools. With my experience and proven skillset, I believe I can be a great asset to your company.

I am looking forward to meeting you in person and taking this forward. Thank you for your time and patience.

Sincerely,

[Your Name]

Sample Reference Letter For Maintenance Worker

**John J. Schiavone, Transit Cooperative
Research Program**



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