

MICHAEL J. MAINTENANCE

7879 Red Rose Lane ▪ Fowlerville, MI 48226 ▪ Phone: (810) 345-2387 ▪ Email: maintainit@yahoo.com

April 24, 2012

Company Name

Contact Name

Title

Address

City, State, Zip Code

Dear **Human Resources Professional**:

I am writing to express my interest in your current job opportunity as a **Facilities Maintenance Supervisor**. Please allow me to submit my résumé for your review. Having served in some capacity in the facilities management area for over 15 years, I am confident that I can make a valuable contribution to your organization's future facilities maintenance needs.

I am experienced in all areas of facility management, including carpentry, masonry, painting, electrical, HVAC, flooring, plumbing, landscaping, snow removal, as well as the methods, material, and tools used in building and grounds maintenance. I have also performed the tasks of maintaining and servicing most maintenance equipment, as well as supervising contractors who perform specialized maintenance duties.

I also bring to any facilities management position a combination of leadership, team communication, and a detailed knowledge of all facets of facilities management operations. In previous positions, I created more efficient processes and implemented new money-saving solutions. For instance, I saved Northwest Airlines tens of thousands of dollars each year by implementing a new aircraft de-icing process. Because my success in these areas covers multiple environments, I am confident I can do the same as a member of your team.

My résumé contains additional details regarding my facilities management work experience. I would welcome an opportunity for a personal interview to discuss your organization's needs and the results you can expect from me in addressing those needs. And I thank you in advance for your time and review of my qualifications.

Sincerely,

Michael J. Maintenance
Enclosure