**Louis Ferrano**

**🕿 (555) 555-5555 🖂[Email Address]**

**[Street Address] New York, NY 55900**

Today’s date

Mr. Gerald King

XYZ Factory

Street Address, City, State, Zip

**Re: Maintenance Technician position**

Dear Mr. King,  
I read in the Bakers’ Review that you’re looking for a maintenance technician for immediate work in your cookie factory.

Please, look no further – I offer my attached resume for your review and you’ll see that my more than a dozen years of experience working in similar factories will fill the job requirements.

I’m familiar with air conditioning systems, plumbing and sprinkler systems, electrical machinery, mechanical equipment, and robotic devices, not to mention being a fan of your baked products (the chocolate filled cookies are the best).

The types of work that I successfully perform during a typical week include:

* Troubleshooting, repairing all machinery, and replacing defective or worn out parts
* Monitoring water pressure and electrical circuits to prevent problems
* Inspecting, maintaining, and repairing HVAC systems
* Maintaining records of all repairs and replacements to expedite reimbursements for under-warranty machinery

I would like to meet you to continue the discussion further.

You can reach me at 357-246-9876 or at [your email address].

Sincerely,

Louis Ferrano