**Robert Smith**

**Building Superintendent**

**1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com www.qwikresume.com**

[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],

As a motivated, self-driven, dedicated, and enthusiastic professional, I strongly want to join as a Building Superintendent in an organization like yours wherein my dedication will significantly contribute to the growth and advancement of your mission.

My immense background in the field complemented by my love for maintaining the buildings and supervising them will bring about a positive impact on your organization as your new Building Superintendent.

During my tenure previously at \*\*\*\*, I gained a unique combination of abilities that will suit me to take up the next step in my profession. Throughout my professional history, I have consistently exhibited good supervision and coordination skills. That said, I had been looking forward to communicating further about this role with you.

Consider the following highlights from my qualifications:

* Oversaw 3-5 maintenance workers of the building of 145 apartment units.
* Accomplished various duties, like carpentry, plumbing, and mechanical and electrical chores.
* Oversaw the painting of the building and monitored the full building when the external team enters for completing tasks, like cleaning, etc.
* Did basic cleaning of snow and debris collected in front of the building.
* Governed the maintenance staff.
* Organized building maintenance systems along with trained contractors and other supervisors.
* Conducted inspections within the building to assure adequate maintenance and safety.

These qualifications, supplemented with my experience and educational credentials, put me in a place wherein I trust that I can surpass the expectations that you are looking for from your new Building Superintendent.

I look forward to an opportunity to learn more about \*\*\* and to discuss how I can contribute my assets at your place.

Thank you for taking the time to review my credentials.

Sincerely,

[Your Name]