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| **Robert smith**  **Facilities Administrator** | **Phone**: (123) 456 78 99  **Email**: info@qwikresume.com  **Website**: [www.qwikresume.com](http://www.qwikresume.com)  **LinkedIn**: linkedin.com/qwikresume  **Address**: 1737 Marshville Road, Alabama. |

[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],

I am enclosing my job application for the open position of Facilities Administrator at ABC Enterprise. As my skill set, qualifications along with work experience, align with your job expectations, I would be able to support your company’s growth as Facilities Administrator significantly.

The following are the few core responsibilities involved in my current role:

* Provide regular maintenance services such as safety enforcement, system upgrades, preventive measures.
* Build and nurture the relationship with vendors to negotiate the cost for availing services such as plumbing, housekeeping, security, janitorial, etc.
* Managing office space allocation for the employees.
* Procure office and kitchen supplies.
* Ensure hygiene and safety compliances.
* Sorting of incoming and outgoing mails.
* Addressing and closing Facility Request Tickets raised by the employees.

In addition to the above chores, I possess proficiency in handling dynamic and challenging work environments. Taking up all the challenges associated with the role will help me exercise my competencies to the full extent, which will not only contribute to the success of the department and inspire the whole team to offer a quality level of services.

The attached resume would explain my work history and academic qualifications for your recognition. I would look forward to having further discussions around the same. Thank you for your consideration.

Sincerely,

[Your Name]