**Robert Smith**

**Facilities Coordinator**

[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 with reference to your job posting on XXXX for the position of Facilities Coordinator.I have 6 years of experience working in the same position in many companies. I hold a Graduate Degree and have necessary skills that makes me the right fit for the job.

I have handled a lot of responsibilities and tasks in my role as a facilities coordinator in my past jobs. Every job has given me excellent exposure to resident’s issues and the best way to provide satisfactory solutions to them.

In my current company, I have been entrusted with the job of carrying out the following functions-

* Preparing emergency evacuations plans in case of fire or earthquakes.
* Responding to urgent maintenance calls without any delays and take all the preventive measures.
* Ensuring all the laws, rules and regulations are being followed religiously
* Helping in administrative works like maintaining important documents
* Applying for necessary permits whenever needed.

Given an opportunity, I shall strive hard to add value to your organization.

Please consider my resume and give me an opportunity to work with your reputed company.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]

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