**Robert Smith**

***Contact details***

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**General Maintenance Technician**

[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 letter is regarding my interest in applying for the post of General Maintenance Technician at your company. I am an amateur but skilled technician with training in repairing, servicing, and installing various systems and equipment. With formal training in electronic systems and carpentry, along with my goal of pursuing a career as a technician, I am certain that I can be an excellent fit at your facility.

[XXX Developers] is one of the most famous and trusted repair agencies in the locality. Your company has carved a name for itself in the field of repairing and updating and I would be grateful to be a part of this team to upgrade my skills and abilities as an emerging technician.

I have performed electrical wiring and installation, repairing of X20 heating systems for residential construction projects. At my current place of work, I perform the following tasks and duties:

* Performed regular load checks by measuring amp load using a tone generator.
* Interpreted wiring diagrams and charts for installation purposes.
* Assisted in inventory control management and system installation.
* Installed heat receptacles and fixed heating systems.
* Inspected shorts in power distribution systems throughout the properties and ensured proper working order.
* Assisted on commercial projects including room setting and lawn lighting.

I have strong organizational skills and attention to detail. I have a proven record of completing the assigned work on time. With my former training and experience in the required, I am well prepared to work in your repairing agency.

Thank you for your time and consideration.

Sincerely,

[Your Name]



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