[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],

Please find my application for the post of Maintenance Mechanic at [XXX Industries]. With over 2 years of experience in installing, troubleshooting, and maintaining industrial machinery and equipment, I believe I am the ideal candidate for this role.

[XXX Industries] have carved a special name for itself in the manufacturing industry. Its premium line of submersible water pumps is known for their durability, robust nature, and efficiency. It would be a great learning experience for me to be a part of your organization.

I have been working as a Maintenance Mechanic in [YYY Company] for the past 2 years. I am responsible for performing period maintenance inspections and the proper functioning of machinery. My typical day to day tasks includes,

* Installing and assembling new machinery.
* Calibrating machines and other equipment.
* Provide training to junior operators on how to use machinery.
* Performing preventive maintenance to ensure the continued working of machinery.
* Operating different hand and power tools.
* Troubleshooting machines as and when needed.
* Replacing worn-out and damaged parts.
* Ensuring that operators run the machines according to the operation manual.
* Ensuring that everyone complies with the safety regulations.
* Ensuring the work environment is clean and free from hazardous substances.

I am capable of performing physically demanding works and can lift heavy weights. Furthermore, I have done a certified program on industrial safety guidelines. I strongly uphold the safety standards and ensure that everyone follows the same. With my experience and relevant skillset, I believe I am the ideal candidate for this role.

I look forward to meeting you in person and explaining how best I fit in this role. Thank you for your time and patience.

Sincerely,

[Your Name]

**Robert Smith**

**Maintenance Mechanic**