**Your Name**

142 Facebook Blvd.

Chicago, IL, 94301 United States

(423)135-4624

Your.Name@gmail.com



March 21, 2017

Hiring Manager’s Name

341 Company Address

Chicago, IL, 94301

(xxx)xxx-xxxx

hiring.manager@gmail.com

Dear [Hiring Manager’s Name],

My name is Jocelyn Doe, and I am a maintenance worker with over 8 years of experience in handling light repairs, cleaning, and inventory management. [Target Company’s] Custodial Manager job posting on Indeed.com caught my attention, and I believe with my expertise and knowledge of the field, I am the best candidate for the job.

My time as a maintenance worker and warehouse custodian have taught me to maintain facilities so that they remain operational and in pristine condition. At The Marin, I was entrusted with training repairmen and delegating maintenance tasks as I saw fit; this level of responsibility has taught me to be consistent and thorough. To further assure you of my suitability for the position, I have included 3 work examples from my resume:

* Maintained a 100% safety record since first day of employment five years ago.
* Provide back-up response in emergencies, being available nights and weekends.
* Trained two new maintenance workers to perform repairs to lighting, heating, air conditioning units; keep equipment in working order.

I appreciate [Target Company’s] policy that guarantees a 2% raise in pay for maintenance workers that exhibit outstanding performance and perfect work attendance within the probationary period. This honors our work and offers incentive to be better in the future.

The prospect of working with[Target Company] is thrilling, and I would like to come in for an interview as soon as possible. Please contact me at [Phone] or via email at [Email] so we can arrange a meeting. Thank you for your time and consideration; I look forward to hearing from you.

Sincerely,

Jocelyn Doe

**[MAINTENANCE WORKER COVER LETTER]**