

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the HVAC Technician position at [Company's Name] as advertised on [where you found the job listing]. With [number] years of experience in the HVAC industry, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully [mention a relevant accomplishment or responsibility]. My expertise includes [list relevant skills or technologies], and I have a strong commitment to safety and customer satisfaction.

I am particularly impressed by [mention something specific about the company or its projects], and I am eager to bring my skills to [Company's Name]. I welcome the opportunity to discuss how my background, skills, and enthusiasm can be in line with the goals of your team.

Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,
[Your Name]