

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the HVAC Technician position at [Company Name] as advertised [where you found the job listing]. With my extensive experience in heating, ventilation, and air conditioning systems, and my commitment to providing high-quality service, I am excited about the opportunity to contribute to your team.

Throughout my [number of years] years of experience in the HVAC industry, I have honed my skills in installation, maintenance, and repair of HVAC systems. I am proficient in diagnosing issues, performing preventative maintenance, and ensuring compliance with safety regulations. My hands-on experience and technical knowledge enable me to provide efficient solutions to meet customer needs.

I am particularly impressed with [Company Name]'s commitment to [mention any specific programs, values, or projects the company is known for]. I believe that my skills and work ethic align well with your company's mission to [insert relevant company goals or objectives].

I am eager to bring my strengths in problem-solving and customer service to [Company Name]. I look forward to the possibility of discussing how I can contribute to your team and help in achieving [Company Name]'s goals. Thank you for considering my application.

Sincerely,  
[Your Name]