

[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 Maintenance position at [Company Name] as advertised on [where you found the job listing]. With my background in maintenance and repair, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I successfully managed routine maintenance tasks and ensured that all equipment was operating at peak performance. My experience includes [specific skills or experiences related to maintenance, e.g., electrical work, plumbing, HVAC systems], and I am adept at troubleshooting and problem-solving.

I am enthusiastic about the opportunity to bring my skills to [Company Name] and help maintain the high standards of your facilities. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,
[Your Name]