

[Insert Date]

[Employer Name]

[Employer Title]

[Employer Company]

[Employer Address]

[Employer City, State, Zip Code]

Dear [Employer Name],

I am writing to apply for the Maintenance Tech position advertised in the [insert source] / [insert website]. As mentioned in the advertisement, I am enclosing my resume and credentials. Having accomplished various goals in the industrial maintenance field, I am interested to seek new challenges in the same industry to further expand my professional horizon.

On reviewing the attached resume, you will notice that I have been working at different positions in the industrial maintenance field for the last [insert years] years. The key aspects of my professional journey are listed below:

- Maintenance of automated equipment using laptop and HMI troubleshoot Siemens programming.
- Preventive maintenance of high-speed packaging equipment.
- Capability to use SAP to create, view, complete, and charge out parts for work orders.
- Capability to supervise maintenance team members.
- Troubleshoot electrical equipment using Allen-Bradley, mechanical, hydraulic, pneumatic, and control systems.

I look forward to meeting you to discuss my qualifications and work experience in person. Thank you for your consideration.

Sincerely,

[Handwritten signature, in case of a mailed letter]

[Name}