

1250 Garden State Court
Cliffwood, NJ 07721
(848) 555-5784

Ms. Joey Mondaca
B & B Air Conditioning and Heating
209 Bath Ave
Long Branch, NJ 07740-6102

Dear Ms. Mondaca,

My 10 years of comprehensive air conditioning training and a successful technical with the U.S. Army, where I progressed through the rank of Master Sergeant, make me an ideal candidate for the HVAC technician you have posted on your company job board.

I am fully certified to work on residential, commercial, and industrial heating and cooling systems. My experience makes me well equipped for installing, troubleshooting, and repairing all types of systems.

My years in the military have also helped me hone my interpersonal skills, thus I not only know my way around schematic drawings, compressors, and air handlers, but I also have a strong customer service focus. I know how to make customers feel confident in my abilities -- and the services I provide.

I am sure my services would be useful to you, and I will call you in the next week to discuss an interview where we can review my qualifications in greater depth.

Thank you for your time and consideration.

Sincerely,

Jorge Nedvins