No, 12 Yelwa Street Ungwan pama Sabon Tasha Kaduna ,

11th July 2024

08100448380,

timothyauta027@gmail.com.

The Human Resource Manager,

Dana Company

Dear Sir,

**APPLICATION FOR THE POST OF A MAINTENANCE OFFICER**

I am Timothy Auta apply for a job in your reputable company as a Maintenance officer , I am a graduate with a higher national diploma (HND) and National Diploma (OND) from the Kaduna polytechnic and majored in Electrical and Electronics Engineering (power and machine). I have experience in Electric motor, soft starter and VFD, blueprint interpretation, automatic and manual, Generator maintenance, PLC and RLC Control, Knowledge of meter installation I'm also HSE certified by Kaduna Refinery and petrochemical company (NNPC) and Flood Disaster safety Awareness.

Better knowledge of Electrical and Electronics Engineering, (power and machine) with benefit from my skills in the following areas:

* Eye for strong excellence and high level of standard
* Strong work ethics and leadership skills
* Positive attitude even under pressuare
* Prepare Motor and load list, testing and commissioning, preventive maintenance and correctives maintenance, cables sizing, schedule, layout, earthing, minimize engineering data sheet to product quality improvement of electrical equipment s, specifications, design, participate in cable laying, knowledge of power distribution transformer and lighting transformer, distribution panel, sub-panel and local control panel. E.t.c

I believe in your esteemed organisation, will be a success for many years to come and my established expertise will help ensure your establishment succeed well into the future. My time spent in school and in the power industry, Cement industry, vehicle assembly industry, Mining Industry, has prepared me for such opportunity, and I sincerely hope I can contribute soon as a member of your team.

What describe me is Safety, professionalism, integrity, Commitment and Excellence.

Am Available immediately.

I have various certifications that are highlighted in my resume attached to this letter.

Thank you for your consideration.

Yours sincerely,

Timothy Auta