John Wade

Portland, OR | [Your Email] | [Your Phone] | [LinkedIn]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

Subject: Application for [Facilities / Maintenance Technician / Property Services Specialist] Role

Dear [Hiring Manager's Name],

I am writing to apply for the [Job Title] position at [Company Name], as listed on [Job Board/Company Site]. With more than ten years of hands-on experience in property maintenance, facilities support, and customer service, I bring a proven ability to maintain building systems, coordinate with vendors, and deliver reliable results in both residential and corporate environments.

In my independent contracts and property service work, I have:

- Conducted 100+ turnover inspections for corporate housing units, documenting readiness and coordinating vendor repairs.

- Performed general maintenance tasks including plumbing, lighting, and minor electrical repairs.

- Installed and supported smart locks, thermostats, appliances, and A/V systems as part of property upgrades.

- Delivered consistent QA documentation and customer communication to ensure smooth move-ins and tenant satisfaction.

In addition, my field technician experience with HelloTech strengthened my expertise in appliance installation, smart device integration, and troubleshooting, providing a modern technology layer to traditional facilities work. This cross-training allows me to bring both building maintenance skills and technology integration capabilities to your team.

I am impressed by [Company Name's commitment to quality, sustainability, or customer service — customize here], and I am confident my background aligns with your operational goals. I take pride in ensuring safe, functional, and tenant-ready facilities, and I am eager to contribute those skills at [Company Name].

Thank you for considering my application. I would welcome the opportunity to further discuss how my skills in maintenance, QA, and smart technology integration can support your facilities team.

Sincerely,

John Wade