

John Wade

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

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

Subject: Application for [Job Title] Role

Dear [Hiring Manager's Name],

I am excited to apply for the [Job Title] position at [Company Name]. With more than ten years of experience spanning IT support, smart home integration, and property maintenance, I bring a unique blend of technical expertise, hands-on troubleshooting, and customer service. This hybrid background positions me to succeed in roles requiring both technical competency and reliable day-to-day operations.

My recent work as a Field Technician with HelloTech involved completing over 50 technical training modules across networking, smart devices, A/V systems, and VoIP. In addition, through independent contracts, I performed corporate housing turnover QA inspections, coordinating repairs, documenting readiness, and ensuring move-in satisfaction. Together, these experiences highlight my ability to:

- Configure and troubleshoot networks, smart devices, and A/V systems.
- Perform general facilities maintenance including plumbing, lighting, and minor electrical work.
- Deliver structured diagnostic workflows that reduce repeat service calls and increase customer satisfaction.
- Communicate effectively with clients and vendors, ensuring seamless project outcomes.

I am drawn to [Company Name's focus/values], and I am confident that my hybrid skill set will contribute directly to your team's success. Whether resolving a technical issue, maintaining facility operations, or guiding a customer through new technology, I take pride in providing reliable, professional service.

Thank you for your time and consideration. I look forward to the opportunity to discuss how my background can support [Company Name]'s goals.

Sincerely,

John Wade