**Maintenance Supervisor Cover Letter**

**James Shaw**

1 Main Street, New Cityland, CA 91010

Home: (555) 322-7337

example-email@example.com

RE: Maintenance Supervisor, August 27, 20XX

Dear Mr. Chase,

As a highly skilled Maintenance Supervisor, I read your posting for a new Maintenance Supervisor with interest. My experience aligns well with the qualifications you are seeking, in particular my role as a Maintenance Supervisor at Ocean View Villas, and I am certain I would make a valuable addition to your organization.

With more than 9 years’ experience as a Maintenance Supervisor, I am adept in budgeting and training and development. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate communication and time management skills, I excel at:

* Team building and leading
* Project management
* Safety and Health awareness

I hope that you will consider my body of experience in your search for a Maintenance Supervisor. Please review my attached resume for additional details regarding my expertise and abilities. I will follow up to request an appointment to discuss how my experience and background meets your needs.

Thank you for your time and consideration.

**Sincerely,**

**James Shaw**