

KEVIN ROMANOFF

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Mr. Peter Frost
Human Resource Manager
ABC Corporation
1200 Algonquin Road
Palatine, IL 60067

Dear Mr. Frost:

I am writing to apply for the **Maintenance Mechanic I** position at ABC Corporation, which was posted on your company's website. I would welcome the opportunity to utilize my skills and experience to contribute to the success of the company.

As you can see from my attached resume, I received my Basic Maintenance Mechanic I Certificate and will soon complete my Maintenance Mechanic II Certificate from Harper College. Through my hands-on experiences, I acquired excellent skills in maintenance repair and prevention. I have a demonstrated ability to read blueprints in order to comprehend what the project requires and experience using basic hand tools and portable electric power tools.

In addition, I am familiar with OSHA regulations and standard operating protocols, and learn new procedures quickly. My ability to perform mathematical calculations assists me in working closely and accurately with maintenance workers and my ability to manage heavy manual work is an added asset.

I would welcome the opportunity to work for ABC Corporation. I look forward to an opportunity to discuss this position with you in person. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Kevin Romanoff