***Dear Mr. Reynolds,***

I am writing in response to your job posting for a maintenance supervisor. I have experience working as a maintenance supervisor, and I know that I will be a great fit for this position.

I understand that you are looking for someone with experience managing staff to meet a large company’s maintenance requirements. Having worked in maintenance, I am experienced in all facets of this role, from resolving plumbing emergencies, maintaining ice-free sidewalks to moving employees between offices, and more.

As a maintenance supervisor, I take the responsibility to ensure that the building and its environs are always clean and ready for use. Working with all departments, I always strive to provide the employees with well-organized seating and equipment setups for conferences, meetings, and other requests.

I believe in my ability to excel in this position, and I welcome the opportunity to discuss my skills more in an interview. Thank you for your consideration.

**Regards,**

**Paul Stephens**

**(744) 7373 833**

**paulstephen397@gmai.com**