

HVAC Cover Letter Sample 1

James Donnehil

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Mr. John Carter

HVAC Specialist

Carter & Sons HVAC

654 W. Hill Street, Brightfield, Wisconsin 67894

Dear Mr. Carter,

I noticed your job advertisement on Indeed.com, and I would like to apply for the position of HVAC technician. I am a veteran HVAC technician with over 10 years of experience, and I hold an EPA certification and a license to work in the state of Wisconsin. Combined with a proven history of excellent customer service, I am an ideal candidate for this position.

I currently work as an HVAC Technician at Keystone Heating and Cooling. I am one of the company's top servicemen, and I am often called upon for complicated jobs requiring in-depth knowledge of appliances. In addition to my skill as a repair man, I've also created new methods for organizing customer records and keeping busy behind the scenes. More importantly, I've had many customers leave me excellent reviews. I am a firm believer in the importance of online reviews, and I would love to bring that mindset to Carter & Sons HVAC.

I have had many success stories with Keystone Heating and Cooling, but my greatest achievements have always been the result of creative problem-solving. I believe an HVAC technician must always have a backup plan when a repair doesn't work out the way it was predicted to. My other achievements include my regular pay raises, earning of company accolades, and ability to build lasting relationships with customers.

My current skills are sure to help me excel in this HVAC technician role. I have a deep knowledge of common repairs for heating and cooling systems of all varieties. As is proven by my certifications, I also have full awareness of government regulations. I have a great understanding of common business software. However, my best skill is my ability to keep calm in tough situations. My coworkers have always described me as a creative and effective problem solver.

I feel confident that I am the most qualified candidate for the position of HVAC technician at Carter & Sons HVAC. I would like to take my current skills and hit the ground running with Carter & Sons. Above all, my creative problem solving will make me a valued member of the team. Thank you for your time, and I hope to hear from you soon in regards to an interview.

Sincerely,
James Donnehil