

HVAC Cover Letter Sample 2

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Mr. Jerry Sanchez

HVAC Technician & Hiring Manager

Continental HVAC

3221 Indiana Avenue, Gilbert City, Illinois 44235

Dear Mr. Sanchez,

I noticed your help wanted advertisement, and I would like to apply for the apprenticeship at Continental HVAC. I have a great deal of experience in customer service, and I would like to use my skills to break into the HVAC industry. Also, I am currently working towards my EPA certification and Illinois license. I am an ideal candidate to train into a valued member of the Continental team.

In my current position, I am a customer service associate at Builder Pro Home Improvement. Working at a hardware store, I have spent a lot of time on the periphery of the HVAC industry. After two years of learning, answering questions, and helping customers in every way possible, I feel certain that HVAC is the best career choice for me. My job responsibilities have also given me an opportunity to learn about popular business software.

I'm happy to report two very successful years with Builder Pro. In my time here, I have won employee of the month, created a customer rewards program, and helped train new employees on service-related activities. My managers have always complimented my never-quit attitude and knack for solving difficult problems. I feel that my experience could help me develop into a formidable HVAC technician with Continental.

Aside from my customer service capabilities, I have several skills that are beneficial to the HVAC apprenticeship role. I am proficient in sales, and I have a strong desire for learning. This desire to always push forward will help me stay certified throughout my career. I also have a keen eye for determining safety hazards in the workplace. As I've learned in retail, safety is more important than anything else.

Above all, my unique background makes me the top candidate for this position. I can start at the apprentice level and grow into the valued HVAC technician that Continental needs. I am already enrolled in certification courses, and this would be a great opportunity for me to contribute to your company while developing a career. Thank you for your consideration, and I hope to meet with you soon for an interview.

Sincerely,
Patrick Delaney