



# James Jones

Prospective Maintenance  
Manager  
123 Address Ave., Seneca,  
NY 11111  
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(123) 456-7890

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## Richard Richardson

Hiring Manager  
Seneca Construction  
(999) 000-1111  
richard@senececonstruction.org

Dear Mr. Richardson,

During my time serving in, and eventually leading, the United States Army's 55th Maintenance Battalion, I learned a variety of skills, all of which I was proud to put to use for my country. As I transition into civilian life, I would love the opportunity to use those abilities on behalf of Seneca Construction.

I believe my maintenance knowledge and leadership strengths make me an ideal fit to oversee the team charged with keeping your company's construction fleet in good working order. Specifically, here are some reasons I think I would excel in the role:

- I scored in the 95th percentile of the Army's Mechanical Maintenance and General Technical vocational aptitude tests
- I worked with heavy machinery, including tanks and construction- and engineering-focused equipment, such as bulldozers and cranes
- Under my lead, my battalion won an Army Award for Maintenance Excellence

I would appreciate the opportunity to discuss what I can bring to Seneca Construction in more detail, and I am available whenever is convenient for your schedule.

Best regards,

*(Insert Signature Here)*

## Lt. Col. James Jones, U.S. Army (Ret.)

P.S.—I would be honored for the chance to tell you about how I spotted and fixed a tank's tread issue in the nick of time!