

ANTONIO LOPEZ
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August 4, 20xx

Ms. Jane Smith
Human Resource Manager
ABC Corporation
1200 West Algonquin Road
Palatine, IL 60067

Dear Ms. Smith:

I would like to express my interest in the **HVAC Supervisor** position at ABC Corporation, which was posted on Harper College's online job posting system. I would like to work for ABC Corporation because of your organization's excellent reputation for customer service and technical proficiency in the field.

My qualifications include:

- Managing the operations of a large HVAC company with over 30 staff members
- Maintaining quality standards by on-site supervision and inspections of all projects
- Proficiency in all areas of HVAC including refrigerant, gas and electrical furnaces, roof top units, heat pumps, boilers and hot water heaters
- Ensuring customer satisfaction by promptly investigating concerns and implementing corrective action

I would welcome the opportunity to work for ABC Corporation. I am seeking an opportunity with a company whose focus is providing outstanding service to its customers and being technically advanced. 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,

Antonio Lopez