AYA ZHANG

St. Louis, MO 63110 | (555)555-5555 | aya.zhang@monster.com

Oct 26, 2026

Dear Hiring Manager,

I am writing to express my interest in the Maintenance Technician position at XYZ Industries, as advertised. With a Bachelor of Science degree in Engineering Technology and four years of practical experience as a Maintenance Technician, I have developed a solid foundation in preventive maintenance and troubleshooting that aligns with your commitment to quality and customer satisfaction.

Throughout my career, I have honed my skills in maintaining production machinery and equipment. My background includes routine inspections, effective diagnosis of mechanical and electrical issues, and implementing solutions that enhance operational efficiency. I take pride in my attention to detail and problem-solving abilities, which enable me to identify potential issues before they escalate.

Collaboration has been key to my success; I work effectively within team environments while also thriving independently. This dual capability ensures smooth scheduling of maintenance activities that minimize disruption—reflecting the values held by XYZ Industries regarding teamwork and continuous improvement.

I am proficient with hand tools, power tools, diagnostic equipment, as well as having solid knowledge of safety protocols relevant to industrial settings. My strong communication skills allow me to document maintenance activities clearly while engaging constructively with colleagues across departments.

I am excited about the opportunity to contribute to XYZ Industries' mission of enhancing efficiency within manufacturing processes through innovation and integrity. Thank you for considering my application; I look forward to the possibility of discussing how I can support your team further.

Sincerely,
Aya Zhang