

Groundskeeper Cover Letter

5311 Weber Crest Karinport, CO 44744-7151

Dear Emery Luetgen,

In response to your job posting for groundskeeper, I am including this letter and my resume for your review.

Previously, I was responsible for preventative maintenance pertaining to grounds area and/or state cemeteries or park facilities.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Some familiarity with care of shrubbery, lawns and flowers
- Able to hear and verbally communicate through use of telephone, technical equipment, public paging, two way radios, pocket pagers, for essential duties involving receiving and giving information
- Fork truck/ scissor lift certified
- Willing and available to work alternative hours as needed for season or special events
- Trash removal throughout campus
- Concrete and cold patch applications as needed
- Regular maintenance of equipment throughout the grounds department
- Manual watering and maintenance of landscaped beds campus wide

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Tatum Collier