

Senior Maintenance Manager Cover Letter

74183 Ankunding CliffMcDermottborough, AK 09149-6187

Dear Max Heathcote,

I would like to submit my application for the senior maintenance manager opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for practical expertise to assist in problems related to facilities, utilities or transportation systems and equipment which includes building inventories to identify changes or new equipment.

Please consider my experience and qualifications for this position:

- Of the following professional designations - Certified Facility Manager (CFM), Certified Property Manager (CPM), Facility Management Administrator (FMA), Real Property Administrator (RPA)
- Should have a clear understanding of typical Part 121 maintenance manuals
- Plans, organizes, coordinates and controls projects in accordance with established policies, procedures, systems and requirements approved by the Company
- Creates and manages processes for tracking projects and associated deliverables, collects and analyzes data, and works closely with field personnel, designers, engineers, vendors and subcontractors to manage various programmatic and project processes
- Determines staffing needs, personnel development, performance management and training for the project team
- Provides leadership, guidance and direction to the project team members
- Ensures projects are completed, tracked and reported on in accordance with all compliance regulations and goals
- Completes and/or approves Performance Reviews for subordinates

Thank you for considering me to become a member of your team.

Sincerely,