

JACK JEFFERSON

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Date

Dear Executive Recruiter:

I am in the process of seeking a custodian position where I can use my skills in:

- Building and equipment maintenance
- Inventory management
- Building and facilities security
- Team Collaboration

If you are working on a client assignment requiring a thoroughly experienced and highly professional custodian/maintenance engineer, I would welcome hearing from you.

Sincerely,

Jack Jefferson

Enclosure: resume