

JACK JEFFERSON

123 Any Street, Any City, State 55555

(123) 555-1234
Cellular/Messages: (123) 777-5678
e-mail: JackJefferson@earthlink.net

Date

Dear Executive Recruiter:

I am in the process of seeking a new facilities management position where I can use my skills in:

- **Building and equipment maintenance** - more than 20 years' experience in managing 600,000 square feet of manufacturing facilities.
- **Construction management** - Managed numerous renovation projects.
- **Environmental control** - Developed and implemented programs for clean air and energy savings.
- **Safety management** - Maintained an exemplary record for accident-free facilities.
- **Team building** – Organized, trained and motivated outstanding cost-effective maintenance teams.

If you are working on a client assignment requiring a thoroughly experienced and highly professional facilities manager, I would welcome hearing from you.

Sincerely,

Jack Jefferson

Enclosure: resume