

JACK JEFFERSON

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Date

Dear Executive Recruiter:

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

- **Creating and managing maintenance systems** – Created and implemented six major maintenance programs for the nation's two largest providers of healthcare and education facilities services.
- **Safety and fire prevention** – Developed policies and procedures for fire prevention, emergency management, prevention of Legionnaire's disease and machinery safety.
- **Regulatory compliance** – Wrote and implemented policies and procedures for EPA, OSHA, JCAHO, NFPA and other government agencies.
- **Training** – Trained more than 1,700 military and maintenance managers.

If you are working on a client assignment requiring a hands-on facilities services leader, I would welcome hearing from you.

Sincerely,

Jack Jefferson

Enclosure: resume