

# RESPONSE TO INTERNAL POSTING - MAINTENANCE

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## Joe Wannajob

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November X, XXXX

Any Local Hospital  
27 Ambulance Road  
Woodstock, Ontario  
X2X 2X2

Attention: Lynne Nurse, Director of Material Management and Housekeeping

Dear Ms. Nurse,

I am pleased to respond to the November X, XXXX job posting on your internal job board for the positions of temporary part time janitor or temporary part time porter. I am confident that my professional skills and personal abilities would be a definite asset to you.

Presently I am enrolled at a Local College's Academic Upgrading Program. I am working towards my GED. My plans include pursuing the Personal Support Worker Program in January XXXX.

My involvement as a building supervisor and manager of a restaurant has strengthened my people and communication skills. I have also volunteered at a local retirement home and coached numerous sporting teams. I feel certain all this experience will prove of value to Any Local Hospital.

I have an excellent work history and a very caring personality. I would welcome the opportunity to discuss my qualifications with you. Please feel free to contact me at the address and phone number noted above.

Thank you for considering me for these position. I look forward to hearing from you.

Sincerely,

Joe Wannajob