

Tommy D. Maxwell

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Choctaw Nation of Oklahoma
Human Resources Department
PO Box 1210
Durant, OK 74702

Dear Mrs. Davis:

A good Property Maintenance Technician needs a well-rounded skill base. Please review my resume for the position of Property Maintenance Technician as posted on your career website. As you will notice, my experiences and skills in this field align perfectly with the qualifications listed in your posting.

Multiple years in the construction industry gave me the knowledge and skills to repair almost anything, from plumbing repairs to electrical repairs to light carpentry. In addition, I am able to operate all types of power tools and lawn maintenance equipment including lawn mowers, hedgers, and trimmers as well as operating forklifts and heavy equipment.

In closing, I am a dependable individual with a strong work ethic and attention to detail. I believe in the premise that the customer is always right and do whatever it takes to ensure exceptional customer service. I look forward to meeting with you in person at your convenience to discuss my qualifications further.

Thank you for your consideration.

Sincerely,

Tommy D. Maxwell