

## How to build an HVACR cover letter

With HVACR work being in such high demand, it's important to stand out from the crowd when applying for a job. A great way to do that is with a quality resume and cover letter. Since these two documents are often the first things that a potential employer sees about you, catching their attention is critical. With that in mind, here are some tips to build the best cover letter possible.

Until you land an interview, there's no better tool available to showcase who you are. While resumes are great introductions, cover letters go into more detail and can even tell a story about you as an employee.

### *Address the letter to someone*

If you know the name of the hiring manager at the company you're applying to, use it. If not, use an appropriate job title like "Hiring Manager" or "Director of Human Resources." While "To whom it may concern," can be used, using a specific job title will ensure that your cover letter will make it to the right person.

Using a greeting like "Dear" is acceptable, though not required. Some people like a more personal touch while others feel it lacks professionalism, so pick the style which best suits you.

### *First paragraph*

Your first paragraph should be a short introduction, including why you're applying for the job and where you heard about the opening. The "why" can be covered by saying your experience and skills make you a good candidate for the job, while the "where" will be a website, newspaper, or a current employee. (Knowing where you heard about the job is mostly for the employer so they know what methods are working.)

### *Customize your cover letter for each job*

Before writing your cover letter, read through the job listing and identify the key points that the employer is looking for and be sure to address as many as possible. If the job listing mentions required certifications, address that by saying you have "all necessary certifications." While you can list each certification, you should already have them all listed in your resume, so repeating that in your cover letter won't be necessary.

A good way to make sure you address all of the important points is to make a list with two columns: on one side list what qualities or skills the employer wants and on the other side list how you meet each expectation. With the list complete, it will be much easier to write your cover. And if you don't qualify for everything, you can use your list as a reminder for things you can do to improve.

Example:

- |                            |                                 |
|----------------------------|---------------------------------|
| 1. Good time management    | Always on time/fast at job site |
| 2. Good with customers     | Friendly and courteous          |
| 3. 1–3 years' experience   | 2 1/2 years across 2 jobs       |
| 4. State HVACR certified   | Current                         |
| 5. County HVACR certified  | Current                         |
| 6. NATE certified          | Need to update                  |
| 7. Perform minor carpentry | Decent; could be better         |

Not every point needs to be addressed in your cover letter, especially if it's an area you lack in. In the example above, the applicant has strong HVACR skills, but the job they're applying for also involves minor carpentry work, an area where they do not feel confident. In this case, the applicant should focus on their stronger areas, like their on-the-job experience and state and local certifications.

#### *Use examples to support your claims*

Provide examples from your training or work history that showcase how you're a good employee. These examples should only be a sentence or two long, but it's much more impactful to say how you solved problems rather than just saying you have "good problem-solving skills."

Example: "While at [business], I regularly resolved problems, including diagnosing system failures and explaining proper system maintenance to customers."

#### *Don't talk about your expectations*

Your cover letter is not the place to layout the number of hours you expect to work, the salary you want to earn, or any promotions you aspire to. While those are all important details, they were either addressed in the job listing or will come up during the interview—and if the employer doesn't bring any important aspect up, ask them at the end of the interview or send an email afterwards.

#### *Close with confidence*

When wrapping up the letter, use your closing paragraph to make a statement about the immediate future. Something like "I look forward to discussing this position with you" shows your confidence without coming off as arrogant, while also subtly giving the employer the cue to set up an interview. Conversely, a statement like "Give me a call to let me know when I should start" is egotistical and a little condescending, so choose your words wisely.

#### *References*

Most employers expect applicants to have work references, so including the phrase "References available upon request" is optional. Whether or not you include that line in your cover letter, you should have a separate document with three references. While most people include only professional references, you may consider providing a character references, like a teacher, clergy member, or other person you know outside of work (avoid using family members as their opinions will likely be considered biased).

Be sure that you have the permission of anyone you're using as a reference. Beyond being a simple courtesy, you want to be shown in the best light possible for your new employer, which will be hard to guarantee if your references don't know they'll be contacted.

Example:

Garry Garrison	John Smith	Ricardo Sanchez
Owner	Manager	Instructor
Garrison Home Heating & Air Conditioning	Charm City Air	Annapolis Trade School
1234 Road St, Ste. B	4321 Street Rd	1 Boulevard Ct
Baltimore, MD 21212	Baltimore, MD 21251	Annapolis, MD 21403
garry@garrisonhomeheatingandair.com	john.smith@charmcityair.com	sanchez@ats.edu
(443) 555-0113	(443) 555-3455	(410) 555-2368

### *One page or less*

Employers are busy and reading a long cover letter is unappealing, so cover letters should be no longer than one full page. If your letter is too long, look for things you can cut out or reword to make the letter shorter. That said, if you need the full page to properly sell yourself, don't be afraid to use it.

We hope that you find this guide helpful. For additional help crafting your cover letter, download the templates below. For more information on how Danfoss can help you with professional HVACR skills, visit [link](#).