

John Doe
222 E. Main Street
Somewhere, MI 48888

emailaddress@gmail.com
(555) 555-1234

February 14th, 20XX

Mr. Bill Smiley
USA Auto Repair
1369 Technology Drive
Mason, MI 48854

Dear Mr. Smiley,

This letter is in response to your advertisement regarding an Auto Tech Apprentice position at USA Auto Repair. I am writing to express my interest in this position because I enjoy repairing vehicles and having the ability to repair malfunctions and issues on automotive vehicles.

Please find enclosed a copy of my resume for your review. As my resume indicates, I have attended the Automotive Technology program at the Capital Area Career Center. Some of the skills that I have learned in this program are mounting and dismounting tires, balancing tires, changing oil, undercar inspection, as well as, cooperation skills. Some equipment that I have learned to use include the diagnostics scan tool, tire pressure monitoring system, DVOM, test light, trans fluid flush machine, and radiator flush machine. I have earned multiple certifications in S/P2 and various other training such as Valvoline, Gates Belt Training, and PB Penetrant vs. Lubricant training.

I would appreciate an opportunity to meet with you to discuss my qualifications. Please call me at (555) 555-1234 or email me at emailaddress@gmail.com. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

John Doe

Enclosure