

REESE KORBER

Mechanic Supervisor 123 Address St., Burlington, VT 05041 reese574839@youremail.com (999) 999-9999

June 6, 2021

CAESAR SHIPLEY

Hiring Manager
West Bridge Auto Care
(000) 000-0000
cshipley@westbridge.org

Dear Mr. Shipley,

Managing a team of 10 mechanics successfully and inspecting over 1,000 vehicles in a one-year period are two of my most noteworthy accomplishments as a mechanic and supervisor. I plan to bring this same success – and hopefully more – to West Bridge Auto Care.

After spending the last 11 years as a mechanic and supervisor, I feel like West Bridge's mission statement aligns with my work ethic exactly. I noticed you emphasize the customer-mechanic relationship, and I feel like my communication, and people skills fit the requirements perfectly.

I feel as though I could bring even more success to the West Bridge team. This is especially the case considering my previous track record includes:

- Improving the efficiency of a garage by 15% through protocol changes
- Understanding components of a variety of vehicle styles, makes, and models
- Creating a schedule to satisfy the demand

I'm excited to speak to you to discuss further my work experience and education and how I can help improve your customer satisfaction. Please contact me at your earliest convenience, so we may set up an interview time that fits your schedule.

Sincerely,

(Insert Signature Here)

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P.S. I'm looking forward to discussing the number of repeat customers we had from me alone with you.