

# John Steel

Experienced Mechanic 123 Address Rd. Rochester, NY 14602 johnwashere@youremail.com (777) 777-7777

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June 6, 2021

## James Norbert

Hiring Manager  
Smart Auto  
(888) 888-8888  
Jamesnorbert@Stuartauto.com

Dear Mr. Norbert,

I received recognition for cutting our replacement part expenses by 15% last year. I chalk this accomplishment up to my comprehensive understanding of diagnostic processes. I believe this skill will help me at Stuart Auto.

Smart Auto takes pride in its customer satisfaction guarantee, and I feel my diagnostic and repair skills will ensure we meet our customers' expectations. Additionally, I bring other attributes to the table, such as the following:

- Outstanding Dedication: I received acknowledgment for perfect attendance for two years in a row.
- Time Efficient: My superb time management skills allowed us to meet our deadline for 40/40 customers last year.
- Impeccable Communication Skills: I was recognized by several clients for my ability to communicate their car problems in an understandable manner.

I'm looking forward to telling you more about my educational background and how my skills have consistently led to repeat customers. Let's schedule an interview. I'm available whenever is convenient for you.

Sincerely,

*(Insert Signature Here)*

**John Steel**

P.S. – I'd also like to discuss my people skills, so you can see just how I'll treat every customer who comes through the door.