

SAMUEL SMITH

Automotive technician graduate
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BRAYDEN HOLT

Owner
CC Brakes & More
(666) 666-6666
braydenh456@youremail.com

Dear Mr. Holt,

At Lincoln College of Technology, I ranked 3rd in my class of 30. I feel as though my dedication to learning the craft, along with my perseverance to tackle difficult tasks, set me apart from my peers. I believe these same traits could make me an asset at CC Brakes & More.

Additionally, I feel CC Brake's goal of 100% customer satisfaction is obtainable, and I have qualities that can assist in meeting that goal, including:

- Thorough Understanding: All of my testing was in the 90s, and I have an understanding of all automotive areas.
- Tackled All Jobs: I completed 100% of every project assigned to me in school without a problem.
- Mechanically Inclined: I'm naturally mechanically inclined and am a born problem-solver when working with my hands.

I'm anticipating my interview with you because I have more to tell you about myself and my experience. Feel free to contact me, so we can discuss a date and time that works for you.

Best regards,

(Insert Signature Here)

SAMUEL SMITH

P.S. I'd also like to tell you about when I solved an engine problem that stumped the rest of my class.