

Greg Buis

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September 15, 20xx

Mike Parks
General Manager
America's Tire
11462 Pacific Hwy.
Tigard, Oregon 97223

Dear Mr. Parks,

Recently, I read your Automotive Technician job listing forwarded through Diane Jantze at the Portland Community College (P.C.C.) Jobs and Internships Office. I am a recent graduate from the P.C.C. Automotive Service Technology Program. The training and skills I have acquired, coupled with my related work experience, enable me to meet the qualifications of your position.

My work experience includes six years' experience in general maintenance and over thirteen years' experience in automotive service repair. I have strong diagnostic and repair skills, and have worked on many makes and models. I am ASE certified in Brakes and will be testing for additional certifications soon. I also have solid communication skills with supervisors, customers, and staff. I feel I could make a positive contribution to your team.

Enclosed is my resume. I look forward to further discussing my qualifications with you. Please contact me at 503-555-9746 if you have any further questions or would like to set up an interview. Thank you for your consideration.

Sincerely,

Greg Buis