

Automotive Parts Cover Letter

1347 Davida LocksSouth Ivan, GA 12003

Dear Skyler Cormier,

Please consider me for the automotive parts opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for automotive parts sourcing and technical support to CTR Automotive staff.

Please consider my qualifications and experience:

- Paid training on the latest technology
- Willing to work 10 - 12 hour shifts per day and occasional weekend work
- Automotive experience in a dealership or related field
- Parts or technical background -- familiarity with Parts Catalog and ordering systems preferred
- Strong customer service and conflict resolution skills with a commitment to quality and customer satisfaction
- Excellent negotiation skills and consultative approach
- Knowledge of computer and software (MS Operating Software, MS Office Products)
- ASE Certification within 12 months

Thank you for your time and consideration.

Sincerely,

Campbell Murazik