

Automotive Parts Cover Letter

8738 Smith Mews West Thadtown, CT 61754-2593

Dear Avery Kunze,

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

Previously, I was responsible for parts support when parts ordering and/or parts lookup systems are not available.

Please consider my qualifications and experience:

- Capable of operating third party fleet or purchasing system
- Understanding of Purchase Order/Billing system
- General mechanical aptitude and manual dexterity
- Experience with parts inventory system, ADP preferred
- Learn, deploy and enjoy our technology
- Complete Supply Associate Workstation Certifications
- Demonstrate intermediate computer skills , including spreadsheet knowledge
- Work with and through other associates and vendors

Thank you for considering me to become a member of your team.

Sincerely,

Phoenix Hermiston