

Automotive Parts Cover Letter

39962 Dickinson View West Sherril, MT 88490

Dear Tatum Huel,

In response to your job posting for automotive parts, I am including this letter and my resume for your review.

In my previous role, I was responsible for training assistance on parts ordering and/or parts lookup systems.

My experience is an excellent fit for the list of requirements in this job:

- Performs routine housekeeping tasks that maintain and enhance the cleanliness of products and the retail sales area
- Claim and order analysis
- Conversion of automotive parts catalog application listings from the current system to the AAIA ACES/PIES cataloging system
- Participate in review and updates of cross reference and interchanges
- Returns all obsolete and/or unused special-order parts in a timely manner
- Makes sure all internal requests for parts are billed on service repair orders
- Delivering parts to our Customers with a passion for developing relationships with our customers
- Picks up parts from multiple vendors, ensure stock room parts are accurately stocked and maintain/check inventory

Thank you in advance for taking the time to read my cover letter and to review my resume.

Sincerely,

Charlie Harber