

Automotive Parts Cover Letter

286 Nilsa GlensPort Lavina, RI 01764

Dear River Satterfield,

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 weekly report of parts ordered and returned as well as any MIA parts.

Please consider my qualifications and experience:

- Parts or Technical background
- Strong customer service, interpersonal and relationship-building
- Strong organizational, time management, planning and problem solving
- Repeatedly stand, squat, bend, and lift for long periods of time
- Situational flexibility
- Mechanical mindset and basic automotive knowledge preferred
- High School Diploma/GED equivalent desirable
- Automotive Aftersales Market knowledge

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Hayden Hermiston