

Automotive Parts Cover Letter

781 Modesto GlensEast Rosamariatown, IN 34242-6504

Dear Indigo Goodwin,

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

In my previous role, I was responsible for metrics to management for the monthly tech and parts reporting.

Please consider my qualifications and experience:

- Consistently focused on safety while driving and delivering our parts
- Maintain store delivery truck through adherence maintained to safety checklists, ensuring vehicle is clean, and that basic maintenance is done (e.g., correct tire pressure)
- Tag all parts properly for the destination
- Communicate with sales reps - using email and/or phone to describe any discrepancies in quality or inventory of the part
- Tag all parts properly for a destination
- Inspect all toolboxes and bags before the customer exits for any parts not paid for
- Keep the working area clean and hazard free
- Ensure all customers entering the facility have signed and placed their birth date on the waiver

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

Sincerely,

Shae Nienow