

Parts Manager Cover Letter

7337 Ivory Cove Hilpertbury, VT 87923-3437

Dear Tatum Mertz,

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

In my previous role, I was responsible for service and shop operational guidance the Sales/Service branch operations in the assigned area in accordance with established company policies and procedures.

Please consider my experience and qualifications for this position:

- Communication and training skills - Computer literacy in particular a good working knowledge of BPCS, MS Office more importantly working with Excel
- Parts inventory experience is preferred data entry and Microsoft computer operation skills
- NO applicant fee
- Able to deal with customer objections in a professional manner
- Basic understanding of financial principles relative to Parts Department operations
- Proficient in computer use including Internet, data entry and Microsoft Office Programs
- Disciplines parts personnel as a member of the division management team
- Automotive parts supply chain industry experience

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

Sincerely,

River Torp