

Parts Manager Cover Letter

343 Iola Square Feestport, TX 91830-8131

Dear Emery Torp,

I submit this application to express my sincere interest in the parts manager position.

In the previous role, I was responsible for leadership for the Tool Room repair shop, establishing priorities for three shift operations with (3) supervisors.

Please consider my experience and qualifications for this position:

- Exercises good judgment in working with people
- Familiar with applicable Federal Aviation Regulations
- High customer orientation, able to work in a global team, flexible and able to communicate with different cultures
- Proficient application of Microsoft Office suite, in particular Excel, PowerPoint and Word
- Automotive parts/components purchasing experience is highly preferred
- Cross-functional team experience and / or project team experience preferred
- Working knowledge of government procurement preferred
- Intermediate to Advanced level skills in Microsoft Office Suite (Excel, PowerPoint, Word, and Outlook)

I really appreciate you taking the time to review my application for the position of parts manager.

Sincerely,

Drew Treutel