

Parts Manager Cover Letter

6864 Lueilwitz FieldRettacheater, NC 88945

Dear Phoenix Kub,

I would like to submit my application for the parts manager opening. Please accept this letter and the attached resume.

Previously, I was responsible for the shop, parts room, and offices with equipment, tools, and resources required to function safely and efficiently.

Please consider my qualifications and experience:

- Requires stooping, bending, and overhead reaching
- May work in surrounding with a noisy and dusty environment
- Knowledge of Spare parts Sales for Commercial Vehicle or Construction Equipment
- Manages parts administrator/runner and effectively communicates and works with stakeholders involved
- Secures and processes parts that are needed to support 13 mechanics
- Manages inventories of parts room regular stock consumables, operational street stock, safety equipment and fule and fluids
- Utilizes computer to charge out repair parts, distribute time and workers orders to equipment and maintain/monitor equipment profit and loss statements
- Monitors communications and responds to off-site requests for assistance

Thank you for considering me to become a member of your team.

Sincerely,

Spencer Wiza