

Parts Sales Cover Letter

6572 Lokia Meadows East Eloybury, ME 66023

Dear Charlie Krajcik,

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

Previously, I was responsible for technical support for sales of commercial air conditioning systems to customers and consulting engineers.

Please consider my experience and qualifications for this position:

- Assist in directing and training Service Technicians and support
- Attending annual training seminars
- Assigning tasks/jobs to the Service Technicians and support
- Perform all Service Technician and Service Desk Coordinator duties
- Drive customer and company vehicles
- Assist in controlling Service Center expenses (payroll, claims, supplies, etc...)
- Maintain and repair Service Center equipment
- Conduct 45-90 day and annual performance evaluations

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

Sincerely,

Finley Heidenreich