

Ian McDonald

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Month DD, YYYY

Charlie Cupp
Service Department Manager
Zimbrick Honda Service Center
430 Grand Canyon Drive
Madison, WI 53719

Dear Charlie Cupp:

As a highly trained professional in the field of automotive technology, I am applying for the position of Automotive Technician-Entry Level as advertised in the Madison Capitol Times. I believe that my skills, energy level, and dedication will combine to make me a very good addition to your service technology team.

My background and qualifications are very much in line with the requirements outlined for this Technician position.

- My recently completed Associate Degree in Automotive Technology from Fox Valley Technical College has prepared me extremely well for your entry-level position.
- Within my program, I demonstrated high competencies in all eight areas of Automotive Service Excellence Standards using both my diagnostic and technical abilities.
- Within my academic work and class projects, I worked hard to develop my team work skills so that assignments and tasks were efficiently completed in a productive and cooperative environment.
- As required, my driving record is clean, my personal tool set is complete, and my personal vehicle is in excellent condition.

I would enjoy meeting with you to learn more about this position and answer your questions. I look forward to speaking with you soon.

Thank you for considering my qualifications.

Sincerely,

Ian McDonald