

John Steel

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

James Norbert

Smart Auto

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Norbert,

I received recognition for cutting our replacement part expenses by 15% last year. I chalk this accomplishment up to my comprehensive understanding of diagnostic processes. I believe this skill will help me at Stuart Auto.

Smart Auto takes pride in its customer satisfaction guarantee, and my diagnostic and repair skills will ensure we meet our customers' expectations. Additionally, I bring other attributes to the table, such as the following:

- **Impeccable communication skills:** I was recognized by several clients for my ability to communicate their car problems in an understandable manner.
- **Outstanding dedication:** I received acknowledgment for perfect attendance for two years in a row.
- **Time efficient:** My superb time management skills allowed us to meet our deadline for 40/40 customers last year.

I'm looking forward to telling you more about my educational background and how my skills have consistently led to repeat customers. Let's schedule an interview. I'm available whenever is convenient for you.

Sincerely,

John Steel