

Nicole Perry

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA
76543,

Gordon Johnson

Seville Auto, Ltd.

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youremail.com

[month, day, year]

Dear Mr. Johnson,

As an ASE-certified mechanic with certifications in Advanced Engine Performance Specialist (L1) and Undercar Specialist Exhaust Systems (X1), your organization caught my eye because of its methodical approach to auto repair.

As a mechanical engineering major, master mechanic Lloyd Blackmon taught me about making it work before making it pretty. That helped me build a solid work ethic that helped me finish 10% faster than the company average. As a result, my customer ratings were 30% higher than the department average for six years and counting.

Working with the Benton group, I was able to:

- Cut diagnostic time by 7%, leading to increased orders from long-term rental car client
- Perform thorough initial diagnostics for all types of electric and hybrid vehicles with accuracy
- Lead the project to overhaul several classic cars for elite showroom clients successfully

I look forward to telling you how my approach to computer-controlled systems can help you improve turnaround time without cutting costs. Please let me know what the best time for an interview is.

Thank you for your time,

Nicole Perry