

Caesar Shipley

West Bridge Auto Care

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youreemail.com

[month, day, year]

Dear Mr. Shipley,

Managing a team of 10 mechanics successfully and inspecting over 1,000 vehicles in a one-year period are two of my most noteworthy accomplishments as a mechanic and supervisor. I plan to bring this same success – and hopefully more – to West Bridge Auto Care.

After spending the last 11 years as a mechanic and supervisor, West Bridge's mission statement aligns with my work ethic exactly. I noticed you emphasize the customer-mechanic relationship, and my communication and people skills fit the requirements perfectly.

I could bring even more success to the West Bridge team. This is especially the case considering my previous track record includes:

- Improving the efficiency of a garage by 15% through protocol changes
- Understanding components of a variety of vehicle styles, makes, and models
- Creating a schedule to satisfy the demand

I'm excited to further discuss my work experience and education and how I can help improve your customer satisfaction. Please contact me at your earliest convenience, so

we may set up an interview time that fits your schedule.

Sincerely,

Reese Korber