

John Tremblay
1285 Brock Street, Kingston, Ontario | K9E 3J1
613-354-0090
tremblay.john@hotmail.com

July 30, 2015

Fred Jones
Service Manager
East End Vehicle Maintenance
P.O. Box 42
Belleville, ON K8P 2Z3

Dear Mr. Jones:

In response to your advertisement in the Belleville Intelligencer, please find attached my résumé for the First Year Apprentice Technician position.

I recently graduated from the Motive Power Technician diploma program at Loyalist College, where I have been trained on applied mechanics and vehicle dynamics in fully-equipped shops. I have strong knowledge and hands-on experience in repairing and maintaining various vehicle makes and models. For the past two years I have been working part-time at ABC Mechanics where I performed general and preventative maintenance on foreign and domestic automobiles (oil changes, tire rotations, brake repairs, and transmission inspections). Previous positions in different fields have allowed me to gain strong customer service skills and the ability to work well individually or within a team.

I look forward to hearing from you with respect to an interview. I can be reached at (613) 354-0090. Please note that I will contact you next week to further discuss my interest and qualifications for this position.

Sincerely,

John Tremblay

John Tremblay

SAMPLE ONLY - WHILE THE SCHOOLS AND COMPANIES USED IN THIS COVER LETTER ARE REAL, THE PERSON IS FICTIONAL. ANY RESEMBLANCE TO REAL PERSONS, LIVING OR DEAD, IS PURELY COINCIDENTAL