

Student Name

(580)748-0000
222 Second St.
Alva, OK 73717
student_email@gamil.com

April 12, 2021

Rick Croft, Owner
Croft Country Chevrolet
401 E Oklahoma Blvd.
Alva, OK 73717

Dear Mr. Croft,

I heard you were looking for another Auto Technician through a friend. I am very interested in this position. I have lived in Alva all my life except when I went to college for two years.

I am very interested in this job. When I was a junior and senior I took the Auto Tech class at Northwest Technology Center. I am completely ASE certified to be an Auto Technician. I also have hours of training working on cars and trucks.

I believe that I am the best choice for this position because of all the training and experience I have in addition to my great work ethic. I would appreciate the opportunity to come in for an interview sometime. Thank you for taking the time to review my resume. Please consider me for the job.

Regards,

Student Name