

(Sample Cover Letter: Automotive Technician Position)

John Black
1212 Boston Street
OKC, OK 73112
(405) 555-1212
jblack@cox.net

Your Contact Information:

Your name
Your street address
Your city, state, zip code
Your telephone number
Your email address

Current Date:
Month, Day, Year

May 1, 2012

Address Block:
Mr./Ms./Dr. First Name Last Name
Street or P. O. Box Address
City, State Zip Code

Mr. Adam West
Jiffy Lube
555 Highway 12
OKC, OK 73114

Salutation:
Dear Mr./Ms./Dr. Last Name:

Dear Mr. West:

Opening paragraph: Name drop if you can—
meaning: if you know someone who works there and has a good reputation, mention them and your connection with them. State why you are writing, how you learned of the organization or position (e.g., internet posting, current employee, newspaper, job fair), and basic information about yourself.

I am interested in the lube technician position currently open at Jiffy Lube. I have automotive experience from two semesters in the Automotive Tech program at Thomas Jefferson High School and Francis Tuttle Technology Center. I recently met your shift supervisor, Terry Shaw, and he mentioned you had several openings. I have been working on cars at home with my father since I was a small child.

Working at Jiffy Lube fits with my personal goals of working in the field of automotives and in a small business that will allow me to learn from others and provide quality customer service. Your company has a great reputation and well-known brand. My excellent customer service and money handling skills will be beneficial to me at Jiffy Lube. My past experience volunteering for the Salvation Army allowed me to work in both sales and customer service roles, assisting customers on the floor and working as a cashier. I believe that my customer service skills, partnered with my automotive experience, would make me an asset to your company. I have included a copy of my resume as wells as my Career Ready Certification indicating I have earned a Silver status.

2nd paragraph: Tell why you are interested in the employer or type of work the employer does (simply stating that you are interested does not tell why, and can sound like a form letter). Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer's needs. This is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position (e.g., copies of certifications if required).

I am very interested in an opportunity to meet with you and interview for available openings. I can be reached at (405) 555-1212 or at jblack@cox.net to arrange a meeting or provide additional information. I look forward to hearing from you soon. Thank you for your consideration.

Sincerely,

John Black



John Black

Closing:
Your handwritten signature
Your name typed

3rd paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State what you will do to follow up. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Enclosures: Career Ready Certificate and Resume