February 19, 2024

Alvin Sharma

Budget Brake & Muffler

Surrey-Central

13718 104 Avenue

Surrey, BC V3T 1W4

Dear Alvin Sharma,

I am interested in the part-time retail position that your shop recently advertised. Your business operations and community involvement will help build upon my employability skills and increase my working knowledge of cars and auto servicing.

I have experience with brakes, oil and filter changes, and the changing and balancing of tires. I am a reliable worker who is consistently motivated to complete jobs to the best of my ability. My goal is to gain further experience in the automotive industry.

I look forward to meeting with you to discuss my suitability for this position. I appreciate you taking the time to review my resume. At your convenience, I can be contacted at 604-555-1234 to arrange an interview. Thank you for your consideration.

Sincerely,

[sign your name here]

Type your first & last name here