February 19, 2021

Alvin Sharma

Budget Brake & Muffler,

Surrey-Central

13718 104 Avenue

Surrey, BC V3T 1W4

Dear Mr. Sharma,

Thank you for your willingness to interview and possibly accept a L.A. Matheson Co-op student for a two-week work experience placement. Your business operations and community involvement will help me to explore career choices, gain employability skills, and increase my working knowledge.

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 work experience. 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