

[REDACTED]

[REDACTED] [REDACTED]

Mechanic

June 8, 2015

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Dear [REDACTED]

I was excited to see the job opening for a Mechanic at [REDACTED] on Indeed.com. As an energetic mechanic with my Diploma in Auto Mechanics and experience in maintenance and troubleshooting, I would like to offer my services to [REDACTED]. My ability to work in a fast paced environment along with my skills in various tools make me the perfect candidate for this position.

I have expertise in the following:

- Inspecting, troubleshooting and repairing mechanical components of motors, drive chains, rollers, pulleys and conveyor belts
- Experience working on hydraulic and welding equipment
- Trained in the safety practices that need to be taken into consideration so that safe performance is guaranteed

My attached resume will provide you with more information regarding my skills as a mechanic and how I can be an asset to [REDACTED]. I would like to meet with you to discuss this position and how I can benefit your company.

Thank you for your time and consideration.

Sincerely,

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

Mechanic

June 8, 2015

Use the same heading on your cover letter that you use on your resume.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Address to the hiring manager if you can find a name. Ensure you use a colon.

Dear Ms. [REDACTED]:

Open the letter, describing a little about yourself; then include specifics that show how you qualify for the job.

I was excited to see the job opening for a Mechanic at [REDACTED] on Indeed.com. As an energetic mechanic with my Diploma in Auto Mechanics and experience in maintenance and troubleshooting, I would like to offer my services to [REDACTED]. My ability to work in a fast paced environment along with my skills in various tools make me the perfect candidate for this position.

I have expertise in the following:

- Inspecting, troubleshooting and repairing mechanical components of motors, drive chains, rollers, pulleys and conveyor belts
- Experience working on hydraulic and welding equipment
- Trained in the safety practices that need to be taken into consideration so that safe performance is guaranteed

My attached resume will provide you with more information regarding my skills as a mechanic and how I can be an asset to [REDACTED]. I would like to meet with you to discuss this position and how I can benefit your company.

Thank you for your time and consideration.

Sincerely,

Close with stating how you want to meet, and include your contact information again. Always make sure you give accurate contact information!

[REDACTED]
[REDACTED]

Cover Letter

Get their attention with a winning cover letter and résumé!

Any time you submit a résumé, you should also submit a **cover letter** unless the organization specifically asks one not to be sent. The cover letter serves a variety of important functions. It

- Introduces your résumé.
- Allows you to elaborate on key skills and qualifications and show your personality.
- Gives the employer a sense of your writing skills.
- Can be the deciding factor in who might be called for an interview if several candidates are equally qualified on their résumés.

Quick Tip: *When writing the cover letter it is best to use the same contact heading that is used on your résumé. It makes them a matched set.*

The cover letter has three major sections:

- Opening (usually one paragraph): identify the job that you are seeking and how you learned about this opportunity.
- Body (usually one or two paragraphs, can be bulleted): identify how you are a good match for the position and what you can do for the organization.
- Conclusion (usually one or two paragraphs): emphasize your interest in the position and let the employer know how you see the next step unfolding (will you wait for the employer to respond or will you contact the employer).

The greeting can be written in several ways:

- Address your cover letter to a specific person (best choice).
 - Dear Ms. Walker:
 - Dear Mr. McCraw:
- Address your cover letter to a position title/department within the company.
 - Dear Human Resources Department:
 - Dear Logistics Manager:
- Address your cover letter to the position.
 - RE: Production Supervisor
 - Position: Civil Engineer

The body can also be written in several ways:

- Paragraph style
- Bullet style
- Column style

Bullet Style:

My professional experiences have included utilizing many of the business, training, and growth concepts that are necessary for this position.

- After analyzing needs of company, developed five training programs for three organizations that decreased amount of time for new employees to be fully integrated into jobs by an average of three weeks, decreased safety incidents between 5% and 20%, and saved thousands of dollars of resources and hundreds of employee hours.
- Created mentoring and professional development program that increased retention by 75%.
- Hired and placed employees to maximize potential for both employee and company.
- Communicated with all organizational levels and partnered with outside agencies in order to strengthen training and retention programs.

Column Style:

My education and experiences mirror what Hanger Orthopedic Group seeks in a Director, Organizational Development:

Hanger's Requirement:

- Design, implement, and evaluate programs that facilitate professional development increased
- Bachelors Degree in Human Resources

My Qualifications:

- Created mentoring and professional development program that retention by 75%.
- Bachelors Degree in Human Resources with Business minor.

When choosing information to include in the body of a cover letter, consider these ideas:

- Do not copy information from your résumé.
 - If you want to use information from your résumé, reword it in the cover letter.
 - Information not included in your résumé is also appropriate for a cover letter.
- Choose items that will clearly set you apart from other candidates.
- Detail items that show how you will benefit the organization.
- List around three items.
- Feel free to write about information that includes all areas of your life if it is relevant to the organization.
 - For example, if you learn through your research that the company is very involved with environmental projects, you might want to mention your beach clean-up efforts with community groups.

This product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to accuracy of the information, including any information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.