

Lucius Robertson
123 Main Street, Calabasas, CA
25001 121-555-5990
luciusrobertson09@email.com

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William Lee
Lead Mechanic
Acme Auto
250 Business Rd.
Buffalo, NY 30210

Dear Mr. Lee,

I'm writing to apply for the position of diesel mechanic at the City Transit Agency, as advertised on the city's careers web page.

In addition to experience as a diesel mechanic, I have an excellent knowledge of gasoline engines and electric systems, and I hold a CDL driver's license. Most recently, I worked for Trailer Transfer in Middletown as their lead diesel mechanic. While I was there, I developed a training program for new hires. However, I had to leave my job due to a move to your city.

Thank you for your time and consideration. I've included my resume for your consideration. I will follow up next week to see if I can offer any more information about my skills and experience.

Yours sincerely,

Lucius Robertson

CLOSING PARAGRAPH	SALUTATION	OPENING PARAGRAPH
SIGNATURE	APPLICANT CONTACT	BODY
EMPLOYER CONTACT	DATE	FORMAL CLOSING