Lucius Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · lucius.applicant@email.com

September 1, 2018

William Lee

Lead Mechanic

Acme Auto

123 Business Rd.

Business City, NY 54321

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. I’ve included my resume for your consideration.

In addition to experience as a diesel mechanic, I have an excellent knowledge of gasoline engines and electric systems, and I hold a CDL drivers 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 will follow up next week to see if I can offer any more information about my skills and experience. My cell phone is 555-555-5555 and my email is lucius.applicant@email.com.

Best regards,

Lucius Applicant