

**Cover Letter Example 1:**July 17<sup>th</sup> 2002Shane Waldon  
57 Black Street  
North Sydney NSW 2060  
02 9356 0000Service Manager  
Holden  
52 Cambridge Road  
North Sydney NSW 2060

RE: Auto Electrician

To whom it may concern,

I am writing to you today to express my interest in applying for the position advertised in the Sydney Morning Herald Sat 14<sup>th</sup> July 2002.

The position described is for an Auto Electrician. I believe my resume will be of great interest to you as I have vast and varied experience in this field.

I have been a certified Auto Electrician for 14 years working with all makes and models of vehicles, trucks and motor bikes.

I am highly skilled, very thorough, put pride in my work, have a pleasing record and possess commendable references.

I am seeking a new work environment to bring forward new challenges to my career and only hope you can find the time to peruse my resume and consider me to fill the position.

Looking forward to hearing from you in the near future.

Kind regards,

Shane Waldon