



8th May 2012

Jason Smith
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George and Co Mechanics
123 Employment Rd
Townsville Qld

Dear Mr Jones

I would like to apply and be considered for the position of Apprentice Diesel Fitter with George and Co. Mechanics that was advertised in Saturday's Townsville Bulletin.

I am mechanically minded and I have always wanted to work with engines. I have tried to spend as much time through work experience and working on weekends at local mechanics to develop my skills. While working at Fred's Fast Fit Tyre I have worked with the fitters and mechanics on special car projects and have hands on experience.

Thank you for taking the time to read my cover letter and resume and I hope that you will consider me for the position. I am very keen to learn more and I believe I'll be a great worker. I look forward to meeting you in person to discuss the position further and I can be contact on my mobile on 0409 123 456 or via e-mail.

Regards

Signature

Jason Smith