Sample Cover Letter

Meets NATEF Task: Not specified by NATEF

Name _____ **Date** _____ **Time on Task** _____

Make/Model/Year _____ **VIN** _____ **Evaluation: 4 3 2 1**

_____ **1.** Write below a sample cover letter that would be used to accompany your resume when applying for a job.

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_____ **2.** Instructor's comments and/or suggestions for improvement. _____

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