



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.

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