



# 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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