

# Sample Cover Letter

Meets ASE Task: Not specified by ASE

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time on Task: \_\_\_\_\_

Make/Model/Year: \_\_\_\_\_ VIN: \_\_\_\_\_

Evaluation (Enter number from 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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