Add todays date here

*Business Name*

*Address*

Dear Sir / Madam,

I’m writing to apply for a full-time employment in the automotive industry with your business.

I have recently completed Y12 Senior VCAL (***or enter whatever education level achieved, Y12 VCE, etc..)*** at Sandringham College. As part of my studies I chose VET Automotive and elected to do a School Based Apprentice or Cert II ***(again enter whatever additional studies or courses undertaken)***

***(enter relevant work experience or self-taught mechanical knowledge, interest etc)***

In addition to my School Based Apprenticeship, I have done work experience at Brighton Holden, Jefferson Hyundai and Indy Automotive and Repair.

I have thoroughly enjoyed my time here exploring the automotive industry, and building my knowledge and experience with people who are passionate about cars.

This position interests me as I am looking for an opportunity to extend my skills and knowledge to further my career in the Automotive Industry.

Enclosed is a copy of my resume, I would be pleased to attend an interview at your convenience and can be contacted by telephone at home on (03) 9XX3 4X16 or my mobile phone 04X5 X2X 72X.

Thank you for taking the time to read my cover letter and resume.

Yours sincerely

John Citizen