

John Smith

Apt 11, Atlanta Street West, Edmonton, AB S9R 6E9

(999) 999-7777

Email Address

OBJECTIVE: Desire an Automotive Technician position at Straight Autos. Offering extensive knowledge of mechanical tools and procedures and a profound ability to work on most types of light and heavy duty vehicles.

KEY QUALIFICATIONS

- Over 6 years of experience in automotive troubleshooting field
- Interprovincial Red Seal Certification
- Excellent knowledge of diagnosing and repairing vehicles to manufacturer's specifications
- Effective skills in explaining technical diagnosis and needed repairs to non-mechanical individuals
- In depth knowledge of performing quality repair work in accordance to factory standards
- Highly skilled in managing system diagnostics and fully automotive troubleshooting activities

SPECIAL ACHIEVEMENTS

- Compiled an e-book of technical information that takes information from a verified online source to update its data
 - Performed training sessions for new hires by focusing on diagnosis and troubleshooting
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RELEVANT EXPERIENCE

Fountain Tire – Dec 2008 – Present

Car Mechanic | Steinbach, MB

- Diagnose, repair and complete accepted service on customer vehicles
- Advise clients on work performed, overall vehicle condition, and prospect repair requirements
- Maintain mechanical service tools on a scheduled basis
- Operate customer vehicles in a clean and secure manner
- Support customer relations by quickly responding to customer inquiries

Cole Technicals – May 2005 – Dec 2008

Auto Technician | Springdale, MB

- Diagnosed vehicle malfunction and recommended appropriate repair activities
 - Completed system diagnosis
 - Road-tested vehicles to ensure quality or repair and maintenance
 - Hire and train new personnel to work as technicians and mechanics
 - Explained technical diagnosis to clients
 - Maintained communication with management to ensure awareness of mechanical repair problems
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EDUCATION & APPRENTICESHIP

Associates in Applied Technology in Automotive Technology; May 2016

H. Councill Trenholm State Community College; Montgomery, AL

Automotive Service Technician Apprenticeship; 2003 – 2005

ABILITIES AND SKILLS

- Possess valid driver's license
- Basic computer skills
- Strong physical demeanor: able to consistently lift up to 50 lbs.

Automotive Technician Cover Letter Sample 1

22 North Street
Alexandria, VA 79301

April 16, 2015

Mr. Christopher Dunst
Manager Human Resources
Midas
829 S Columbus Ave
Alexandria, VA 73910

Dear Mr. Dunst:

Your request for an experienced automotive technician fits my skills base and expertise perfectly. It isn't often that one has the opportunity to take years of technical experience in the automotive field and couple it with working with the finest of car makes and models – but this is what I offer.

Having previously worked for Mercedes, I developed expertise in handling maintenance and repair needs of brakes, alignments and suspensions of top car brands are concerned. Performing preventative maintenance is my specialty. Please take out some time to go through some of the skills:

- Well-versed in diagnosing, repairing and troubleshooting engines, installing shock absorbers and exhaust systems along with handling transmission fluids needs of fast cars
- Functional ability to work through several shifts with the view to ensure completion of projects
- Strong customer service skills aimed at providing customers with what they need exactly in terms of vehicle repair and maintenance
- Knowledge of advanced automotive diagnosis technologies and complex vehicular system

I would like to meet with you and demonstrate my skills as an automotive technician. Please rest assured that by meeting with me personally, your investment of time will be amply repaid. Thank you very much for your consideration. I look forward to meeting with you soon.

Sincerely,

Matt Holmes
(000) 999-0000
matt@email.com

(Enc.: Resume)

John Datillo

123 Main Street, San Francisco, CA 94122

Home: 000-000-0000 Cell: 000-000-0000

email@example.com

Professional Summary

Highly seasoned and knowledgeable Entry Level Automotive Technician with a wide and deep knowledge of automotive mechanical functioning and repair. Meticulous troubleshooter with a strong record of mechanical problem identification and customer satisfaction. Strong multitasker able to handle simultaneous auto construction and repair tasks with full accuracy and professionalism.

Core Qualifications

- Superior knowledge of all aspects of motor vehicle construction
- Excellent familiarity with automotive and heavy duty parts and equipment
- Outstanding grasp of automobile frame and body construction
- High skills in troubleshooting automotive equipment problems
- Strong breadth of experience in automobile body molding and painting
- Sound knowledge of engine and brake overhaul procedures for trucks, cars, vans, scooters and carts

INTERNSHIP EXPERIENCE

Automotive Technician; June 2012 to Present

Total AutoCare, Inc., York, NE

- Maintain, clean and repair automobile parts and mechanical equipment on a regular basis.
- Perform troubleshooting on cars, trucks and vans.
- Perform turbo and supercharger forced induction on assigned vehicles.
- Craft, construct and modify auto engine and mechanical components.
- Provide assistance to other automotive technical staff as needed.

EXPERIENCE

Automotive Technician; June 2010 to 2011

Total AutoCare, Inc., York, NE

- Maintained, cleaned and repaired automobile parts and mechanical equipment on a regular basis.
- Performed troubleshooting on cars, trucks and vans.
- Performed turbo and supercharger forced induction on assigned vehicles.
- Crafted, constructed and modified auto engine and mechanical components.
- Provided assistance to other automotive technical staff as needed.

EDUCATION

Bachelor's Degree in Mechanical Engineering; 2012

University of Nebraska, Omaha, NE

GPA3.6 on a 4.0 scale

AWARDS & CERTIFICATIONS

2011 Automotive Technician Certification