

Dorothea Clapp

1364 Duffy Street
Wanatah, IN 46382
(123)-542-7834
clapp@mymail.com

August 12, 20XX

Mr. Robert Mayo
Human Resources Manager
Arkansas Air Carriers Service Station
Arkansas Industrial Area, Arkansas

Mr. Mayo,

I came across your advertisement notification for the vacant position of an Aircraft Mechanic in Arkansas Air Carriers Service Station. I wish to apply for the said position and start contributing to your organization as soon as possible.

I have been reading the developments in the firm is and see a lot of scope of succeeding and doing real ground work for the set up of a new branch in Washington. I wish to enlighten you about the fact that one of the reasons of being interested in this job profile is the fact of the new and upcoming project in Washington, which happens to be my hometown. Reasons of why you should hire me are many but I would like to mention a few of them here. I am deft in handling the following crucial things which has come through three years of experience in working in this field.

- Maintaining the parts of the engine, lubricating them, detecting mechanical problems
- Ensuring proper levels of oil in the engine and other parts
- Inspecting the mechanism of the internal systems
- Taking care and checking for the mechanism and every mechanical factors before and after takeoff and landing, respectively
- Accurate interpreting of manuals and instructions given by specialized engineers

I take immense pride in telling that I have been a consistent performer throughout and have received awards for performing my work meticulously. I wish to be a part of your company and soar high in my career. It has always been my dream to be a part of Arkansas Air Carriers Service Station.

I hope you find me suitable too. I would love to discuss more about this opportunity. Looking forward to hear from you.

Sincerely Yours,

Signature

Dorothea Clapp