

# Zain Ahmed

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6290 Liteolier Street – Portage, MI 49024

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March 17, 2015

Mr. John Smith  
Assistant Manager  
Firestone  
6620 S. Westnedge Ave.  
Portage, MI 49002

Dear Mr. Smith:

I would like to apply for your open technician position at the Westnedge branch. I saw the advertisement on Craigslist for the open position. MY parents have stopped in before, and I have immediately checked your work afterwards, and I was pleased with the quality of the work. I want to be a part of your team, and my attention to detail will come with me. I do not consider work finished until it is as close to perfect as it can be. I have spent the past three years learning about working on cars. I can do anything from an exhaust install to a full audio system , with all of the wiring necessary. I have done many performance upgrades to my friends' cars for fun, and I enjoy the work and the critical thinking involved with solving the problems that are encountered.

Through my high school career, I have held a 4.39 GPA and am a candidate for receiving the International Baccalaureate Diploma. In addition, I am in my second year of an accounting class, which has taught me how to handle money and how to keep track of it. In addition, I have experience with using an OBD scanner to clear and diagnose fault codes. I am interested in working at Firestone to provide the highest quality of work for customers. Please refer to my resume for a full list of my skills.

I would like to have interview at your earliest convenience. I can be reached at (269)-267-3729, or if you prefer email, zainahmed1559@gmail.com. I am available from 8:00 a.m. to 3:00 p.m. Thank you for your time, and I look forward to hearing from you.

Sincerely,

Zain Ahmed

Enclosure