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| **robert smith**  **Parts Manager** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am writing this job application to propose my candidature for the open position of Parts Manager at your firm. Upon learning about the job qualifications, I am confident that my proven experience in working labors and managing inventory would significantly contribute to the role.

Highlighting a few of current job responsibilities for your review:

* Guide and lead the workforce to ensure the productivity of the department.
* Maintain the stock and restock the supplies regularly.
* Update the inventory records in the database.
* Recruit qualified personnel for the team.
* Recommend strategies to maintain a strong client base.
* Participate in the preparation of monthly sales.
* Carry out other required responsibilities.

My 4 years of prior work experience have helped me polish my problem-solving approach, develop an analytical mindset and excellent customer management skills. I possess in-depth knowledge of the production processes and supply activities.

I am grateful for your valuable consideration and time. I have enclosed my resume to present my educational qualifications, occupational history, and other specifics for your review. I would appreciate the chance to learn more about the job requirements and explain my role specific skill set.

Best Regards,

[Your Name]