
<Enter Job Seeker Name>
<Enter Street Address>
<Enter Suburb, State & Postcode>
<Enter Phone Number>

<Enter Date>

Attention: <Enter Name>
<Enter Company>
<Enter Street Address>
<Enter Suburb, State & Postcode>

Re: <Enter Job Title>

Dear <Enter Name>,

It was with great interest that I saw your advertisement on <Enter Source> for a <Enter Job Title>. My experience in retail includes working at <Enter Company/ies> as a retail assistant. I have a range of skills, including cash handling, stock control, visual merchandising and ordering, which I believe would benefit your business and your customers.

For me, a great retail experience is an undervalued and important part of life. I love making people feel at ease, approaching them with a warm smile and creating a great atmosphere. I pride myself on being attentive without being intrusive. I have also up-sold numerous items when working, by recommending accessories or secondary products that complement the customer's first purchase.

Previous employment positions of mine have entailed cash handling hundreds of dollars per shift, EFTPOS/credit card transactions, customer service and working in fast-paced environments. I strongly feel that this interaction with a variety of clientele would equip me with the skills to "hit the ground running" with you and your team. My previous supervisor commented on my ability to learn tasks quickly and fit in with new team members with the minimum of fuss.

I would appreciate the opportunity to meet with you to discuss my strengths and what I believe I can contribute to your team and shop. I have included a copy of my resume for you. I look forward to hearing from you soon.

Yours Sincerely,

<Enter Name>
